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ABSTRACT

Developed by a committee of working upholstery instructors, this curriculum guide presents the basic skills needed for initial employment in the upholstery business. Introductory material includes an outline of general course objectives and corresponding activities to achieve the objectives, an instructional plan which suggests course length, use of the guide, teaching methods, vehicles of instruction, a bibliography of reference materials, and a listing of the titles of skill competency development jobs which correspond with specific job sheets in the body of the guide. The major portion of the guide consists of (1) job sheets, which indicate to the student what to do in performing the various jobs assigned by the instructor (sheets also include unit title, specific job title, material and equipment needed, and method of evaluation); (2) operation sheets, which supplement the job sheets and indicate to the student how to perform the many skill competency operations necessary to complete the assigned jobs; and (3) information sheets, which supplement the job sheets and provide the student with information necessary for completing the assigned jobs with highest possible degree of understanding. (BL)

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ED149149

TRADE AND INDUSTRIAL EDUCATION

COURSE OF STUDY

FOR

UPHOLSTERY

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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UPHOLSTERY

This course of study was developed by a committee of working upholstery instructors. This course offers the student the basic skills needed to succeed in the job.

While all the skill competencies included should be mastered by the student, the sequence of their presentation can be adjusted to each individual program. Instructors have the option of adding or deleting jobs to suit the needs of their particular program. Care must be taken to maintain the introduction of individual skill competencies on a job. The course was designed to introduce one new skill competency on each job (when possible).

We have supplied sample information lessons in each unit, the outline includes suggested information lessons that can be developed more easily by each individual instructor so as to meet the particular needs of the area.

Finally, students should be encouraged to keep abreast with new fabrics, filling materials and styles appearing on the market, in order to enhance their skills in this trade.

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PREFACE

In recent years, we have planned and constructed the finest of vocational education facilities and have placed fine equipment in these facilities. Equal attention must be directed to provide the teacher with the basic tools for instruction to assist in providing quality instruction.

This basic course of study is intended to be used as a teaching and learning guide. The information provides the essentials of the occupation, insuring that the students who successfully complete the course will have sufficient competencies for initial employment and ample orientation for growth and advancement. The teacher who uses this course may find it necessary to modify and supplement the material to meet the needs of specific students and the local industrial community.

This material has been prepared by a committee of teachers under the general direction of the staff of the Division of Occupational and Vocational Studies at the Pennsylvania State University in cooperation with the Trade and Industrial Education staff of the Bureau of Vocational Education of the Department of Education.

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PHILOSOPHY

The course of study in Upholstery is designed to meet the needs of secondary students who seek specialized training in order to enter the labor market. Opportunities will be provided to encourage development of skill, knowledge and attitudes necessary for the student to function on the job.

It is planned that each student may progress at a rate most appropriate for his background, desires and abilities. Those students showing leadership qualities will have the opportunity to exercise and develop those qualities. Group projects will be designed to encourage work cooperation and provide leadership functions. Safety on the job and adherence to good working practices will be a regular consideration. Pride and dignity of work accomplishments will be of utmost importance.

GENERAL COURSE OBJECTIVES

Objectives	Activities to Achieve Objectives
1. To perform specific skills pertinent to the occupation and identify with knowledge related to the occupation.	1. Use of instruction sheets. 2. Industrial resource utilization. 3. Field trips to appropriate industrial settings.
2. To demonstrate the ability to work cooperatively with other students.	1. Use of group production projects. 2. Structure shop maintenance program. 3. Provision for incentives to induce cooperative behavior.
3. To demonstrate the ability to consistently produce work of high quality, good craftsmanship.	1. Utilize skill competition within the shop structure. 2. Display of honorable examples of good craftsmanship. 3. Utilize industrial and community resources.
4. To perform work tasks in a safe and orderly manner.	1. Utilize safety posters. 2. Plan the order of work to be accomplished. 3. Promote incentives for safe work habits.
5. To demonstrate an interest in and an awareness of the various opportunities available with the industry.	1. Community resource people and field trips. 2. Utilization of school guidance services and cooperative coordinators. 3. Assignments concerning career opportunities.
6. To demonstrate a knowledge of labor-management relations.	1. Utilize community labor officials and management representatives. 2. Conduct role-playing negotiation sessions. 3. Conduct discussions on current labor-management problems.
7. To demonstrate the ability to utilize knowledge and skills to solve problems related to the industry.	1. Structure problem-solving situations among students. 2. Utilize a team approach to problem-solving activities. 3. Utilize a program of skill competition in the solving of practical problems.
8. To stimulate the development of leadership.	1. Provide for students to plan their own jobs and projects. 2. Provide a plan for students to appraise their own work.

PLAN OF INSTRUCTIONAL PRACTICE

The effectiveness of instruction depends on the careful organization and control of the routine details concerning the management of the pupil, equipment, teaching methods and the physical laboratory arrangement. The teacher must determine the best management practices and formulate a very definite statement of the basic standards to be followed in teaching the course to bring about the attainment of the learning goals.

Length of Course

The course of study is designed as a three-year curriculum involving approximately 1500 hours of class and laboratory instruction, primarily for beginning students who are interested in securing employment in the occupation. Where job entry is the goal, the entire course of study would be appropriate. In adults programs, it may be found that a single thrust is the student's goal, therefore, the course content may be restricted to a single major division.

Use of This Course of Study

The material has been arranged in major divisions of the trade. In most cases, the material contained in the first division must be learned before progressing to the next division. The nature of some trade areas permit entry into random divisions after the introductory basic material is covered. Some divisions of the occupation can be taught separately.

The content of this course material consists of job sheets (yellow) and skill competency sheets (white). The skill competency sheets are simply written and highly illustrated. These sheets outline the manipulative handling of tools and materials that make up the doing part of the occupation. The sequence of the skill competency sheets (SC) is based on the organization of the job sheets. Notice that job number one incorporates the basic skill competencies and job number two includes additional skill competencies. This cumulative reuse of the skill competencies continues throughout the entire job sheet collection. After a number of jobs have insured that the student has been sufficiently exposed to a skill competency, no further reference to that skill competency is made.

The job sheets are arranged in an order that gradually exposes the skill competencies. The purpose of the job sheet is to insure the introduction of each operation or skill competency in a controlled manner. Look at this group of jobs as a framework that can be added to, by you, to meet local needs. You may decide to design new or different jobs that will be inserted between or replace any of the suggested jobs. In time you will be able to custom design a course of study for your own needs. There will be little or no need to vary the skill competency sheets.

Teaching Methods

The following procedures are offered as the most productive in achieving the desired results in this course.

1. Demonstrations--Operations and procedures will be demonstrated while the students observe. The purpose is to show how things are done correctly and safely.

2. Class Discussion--A method of teaching in which the students and the teacher take part, directed and controlled by the teacher to a predetermined objective. Technical and related information common to a class or group of students will be presented in this manner. Evaluation of the material presented in this manner should be done by objective testing.

3. Laboratory Talks--Short, informal talks by the instructor during laboratory activities to convey information pertinent to the activity in progress. Not scheduled and not timed, this activity should occur at any appropriate time and for periods of varying duration.

4. Observation and Input--This teacher activity should take place at all times when students are performing psychomotor skills. The purpose is to reinforce a previously given demonstration, class discussion, or laboratory talk, or to update the students' skills by further demonstration and/or further disclosures of technical and related information.

Vehicles of Instruction

The application phase of this course will consist of work assignments kept as close to industrial conditions as a shop situation permits. Job, operation and information sheets will be provided, so that students of different levels of skill and ability can understand them. The students will be encouraged to progress as rapidly as possible, and achieve the standard set for the course. Special attention will be given to the unique student, offering special assistance so that slow as well as fast students may progress at their own rate of speed.

Items to be Developed by Teacher

The following items are peculiar to the local school situation and need to be developed by each local instructor.

- Standards of attainment required
- Pupil work evaluation
- Shop controls and regulations
- Pupil personnel organization
- Method of tool check
- Records and forms
- Information lessons

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COURSE OUTLINE

Instructional Title: Upholstering Code: 17.35

Occupation Description

Classroom and shop experiences concerned with all aspects of upholstering, including furniture, automobile seats, caskets, mattresses and bedsprings. Instruction includes history and styles of furniture; installing, repairing, arranging and securing springs, filler, padding and covering material; patternmaking; cutting, sewing and trimming; outside coverings; cushion filling; styling and designing; tufting and buttoning; and wood refinishing.

Major Divisions of the Occupation

I. Orientation

II. Preparation

III. Construction and Build-Up

IV. Inner Construction

V. Outside Trim

Skill Competency Development Jobs

The following is a list of jobs, assigned by the teacher, to provide experience for the student to help develop his competency in the Upholstery trade. These are job titles only. The numbers correspond with the identifying numbers of the job sheets that follow:

UNIT I: ORIENTATION

UNIT II: PREPARATION

J-2-1	Measure Burlap
J-2-2	Cut Burlap
J-2-3	Attach Burlap to Pad Seat
J-2-4	Upholster Finger Roll
J-2-5	Upholster Pad Seat
J-2-6	Attach Webbing
J-2-7	Set Seat Springs
J-2-8	Fasten Spring Edge Wire
J-2-9	Attach Fox Edging
J-2-10	Measure and Mark Seat Cover
J-2-11	Cut Seat Cover
J-2-12	Sew Seat Cover
J-2-13	Upholster Pull Over Seat
J-2-14	Measure a Lawson Arm Cover
J-2-15	Cut a Lawson Arm Cover
J-2-16	Sew a Lawson Arm Cover
J-2-17	Upholster a Lawson Arm
J-2-18	Measure and Mark Tight Back
J-2-19	Cut Tight Back
J-2-20	Sew Inside Back

J-2-21	Upholster a Tight Back
J-2-22	Make Covered Buttons
J-2-23	Insert Buttons

UNIT III. CONSTRUCTION AND BUILD-UP

J-3-1	Strip a Pad Seat
J-3-2	Strip a Pull Up Chair
J-3-3	Reweb Chair Seat
J-3-4	Cut Flat Seats
J-3-5	Lay Out and Cut Ottoman End Rails
J-3-6	Lay Out and Cut Ottoman Rails
J-3-7	Drill Ottoman Rails
J-3-8	Assemble Ottoman Frame
J-3-9	Lay Out and Secure Ottoman Leg Rails
J-3-10	Steel Web an Ottoman
J-3-11	Replace Front Chair Rail
J-3-12	Repair a Chair Frame
J-3-13	Remove Old Finish
J-3-14	Prepare Old Surface
J-3-15	Stain and Finish Prepared Surface
J-3-16	Prepare Show Wood
J-3-17	Finish Show Wood
J-3-18	Secure Drop-In Unit
J-3-19	Secure Bar Springs
J-3-20	Secure Non-Sag Springs
J-3-21	Sew Springs to Webbing
J-3-22	Steel Web a Chair
J-3-23	Tie Main Twines

J-3-24	Tie Lateral Twines
J-3-25	Tie Diagonal Twines
J-3-26	Shape Edge Wire
J-3-27	Secure Edge Wire with Clips
J-3-28	Secure Edge Wire with Twine
J-3-29	Secure Fox Edge
J-3-30	Build a Plain Hard Edge
J-3-31	Build a Modern Arm
J-3-32	Set Straight-Arm Muslin Casing
J-3-33	Stuff an Open Wing
J-3-34	Set Wing Casing
J-3-35	Web a Pad Inside Back
J-3-36	Web a Spring Inside Back
J-3-37	Set and Secure Back Springs
J-3-38	Tie Springs in Barrel Back
J-3-39	Burlap the Inside Back
J-3-40	Understuff an Inside Back
J-3-41	Encase an Inside Back in Muslin

UNIT IV. INNER CONSTRUCTION

J-4-1	Make Master Plan
J-4-2	Measure and Mark Channel Back
J-4-3	Sew Channel Back
J-4-4	Fill Channels
J-4-5	Upholster Channel Back
J-4-6	Measure Attached Pillow
J-4-7	Sew An Attached Pillow Back
J-4-8	Fill an Attached Spring Filled Pillow Back

J-4-9	Fill a Dacron and Rubber Pillow Back
J-4-10	Upholster a Pillow Back
J-4-11	Measure and Mark Seat Cushion
J-4-12	Cut a Cushion
J-4-13	Set a Zipper
J-4-14	Sew a Reversible Cushion
J-4-15	Fill a Spring Filled Cushion
J-4-16	Fill a Dacron Wrap Cushion
J-4-17	Close a Cushion
J-4-18	Button Seat Cushion
J-4-19	Upholster an Ottoman
J-4-20	Upholster Head Board
J-4-21	Upholster a Sofa Bed
J-4-22	Upholster Sofa Bed Arms
J-4-23	Upholster Recliner
J-4-24	Upholster Recliner Arms
J-4-25	Upholster Converta Bed
J-4-26	Upholster Car Door Panels
J-4-27	Cut and Sew an Automobile Seat
J-4-28	Upholster an Automobile Seat

UNIT V. OUTSIDE TRIM

J-5-1	Lay Out and Cut Arm Panel
J-5-2	Shape Curved Arm Panel
J-5-3	Upholster Covered Arm Panel
J-5-4	Attach an Upholstered Curved Panel
J-5-5	Blind Tack Outside Arms on Chair
J-5-6	Attach Outside Trim on Provincial Chair

J-5-7	Blind Stitch Outside Wings
J-5-8	Attach Tack Band on Sofa
J-5-9	Sew Chair Seat Band
J-5-10	Glue Gimp on French Provincial Chair
J-5-11	Attach Gimp with Decorative Nails
J-5-12	Cut and Sew Double Welt for Colonial Sofa
J-5-13	Attach Double Welt on Colonial Chair
J-5-14	Shape and Cut Wooden Wing Panels
J-5-15	Prepare Wooden Wing Panels
J-5-16	Finish Wood Wing Panels
J-5-17	Measure and Cut Kick Pleat Skirt
J-5-18	Sew a Kick Pleat Skirt
J-5-19	Attach Kick Pleat Skirt
J-5-20	Measure and Cut Box Pleat
J-5-21	Sew a Box Pleat Skirt
J-5-22	Attach a Box Pleat Skirt

Skill Competencies and Information Lessons

The left hand column lists the tasks of the occupation which form the skill competencies required of the student. These competencies should be demonstrated by the teacher and practiced by the student.

The information lessons outline the general technical information and knowledge needed to perform the skill competencies. These items represent a common information taught on a group instruction basis. Additional information will emerge to be taught on an individual student basis as pupils work on the skill competencies.

The numbers preceding each title correspond to the identifying numbers of the operation sheets and the information sheets. The information lessons relate to the particular major unit on instruction but do not necessarily relate to corresponding skill competency numbers.

UNIT I: ORIENTATION

Skill Competencies/Operations The student will be able to:		Information Lessons
	IL-1-1	History and Ethics of the Trade
	IL-1-2	Safety
	IL-1-3	Tools and Equipment
	IL-1-4	Styles
	IL-1-5	Shop Organization
	IL-1-6	Job Opportunities
	IL-1-7	Hygiene
	IL-1-8	Housekeeping

UNIT II: PREPARATION

Skill Competencies/Operations The student will be able to:	
SC-2-1	Use the 54" Measuring Stick
SC-2-2	Use the Upholsterer's Shears
SC-2-3	Use a Magnetic Tack Hammer
SC-2-4	Blind Stitch Using a Curved Needle
SC-2-5	Use a Webbing Stretcher
SC-2-6	Use the Klinch-It Tool
SC-2-7	Cut Wire with a Hack Saw
SC-2-8	Use the Spring Clip Pliers
SC-2-9	Use Straight Double Pointed Needle
SC-2-10	Take Inside Measurements with Steel Tape
SC-2-11	Use the Flat Foot Power Sewing Machine
SC-2-12	Use the Upholsterer's Pins or Skewers
SC-2-13	Use the Regulator
SC-2-14	Use the Button Machine
SC-2-15	Use a Single Point Straight Needle

Information Lessons	
IL-2-1	Burlap Characteristics
IL-2-2	Finger Rolls
IL-2-3	Types of Filling Materials
IL-2-4	Webbing, Sizes and Types
IL-2-5	Power Sewing Machine
IL-2-6	Upholstery Tacks
IL-2-7	Button Sizes and Types
IL-2-8	Characteristics of Seat Construction
IL-2-9	Care and Use of 10" Shears
IL-2-10	Care and Use of Magnetic Tack Hammer
IL-2-11	Types and Sizes of Fox Edging
IL-2-12	Types and Uses of Single Needle Lockstitch Machine
IL-2-13	General Information on Threading a Single Needle Lockstitch Power Machine
IL-2-14	Types of Seams and Their Application
IL-2-15	Characteristics of a Tight Seat
IL-2-16	Types of Stretchers and Their Application
IL-2-17	Procedure Used to Sew Upholstered Seats
IL-2-18	Seam Allowances

Skill Competencies/Operations The student will be able to:		Information Lessons
	IL-2-19	Types and Characteristics of Cotton Felt
	IL-2-20	Types of Upholstered Seats
	IL-2-21	Methods of Aligning and Securing Buttons
	IL-2-22	Care and Use of Button Machine

UNIT III: CONSTRUCTION AND BUILD-UP

Skill Competencies/Operations The student will be able to:	
SC-3-1	Use the Ripping Chisel
SC-3-2	Use a Rubber or Rawhide Mallet
SC-3-3	Use the Staple Puller
SC-3-4	Use Webbing Pliers
SC-3-5	Lay Out Stock to Length and Width (Measuring)
SC-3-6	Cut Stock to a Line with a Hand Saw
SC-3-7	Crosscut with Radial Arm Saw
SC-3-8	Drill Holes with a Hand Drill
SC-3-9	Clamp Frames with Bar Clamps
SC-3-10	Drive Nails and Dowels with a Claw Hammer
SC-3-11	Use the Steel Band Webbing Stretcher
SC-3-12	Drive and Remove Wood Screws with Screwdriver
SC-3-13	Use a Paint Brush
SC-3-14	Remove Surfaces with a Hooked Scraper
SC-3-15	Sand Show Wood by Hand
SC-3-16	Drill Holes with an Electric Drill

Information Lessons	
IL-3-1	Clamps, Types and Uses
IL-3-2	Wood Finishing
IL-3-3	Seat Springs
IL-3-4	Twine Types
IL-3-5	Needle Types and Sizes
IL-3-6	Care and Use of Ripping Chisels
IL-3-7	Care and Use of Stripping Hammer
IL-3-8	Care and Use of a Rubber Mallet
IL-3-9	Characteristics of Show Wood
IL-3-10	Steps in the Stripping Process
IL-3-11	Types of Drop-In Units
IL-3-12	Common Wood Joints
IL-3-13	Types and Uses of Wood Glue
IL-3-14	Care and Use of the Table Saw
IL-3-15	Types and Uses of Back Springs
IL-3-16	Standard Seat Height and Depth
IL-3-17	Characteristics of a Spring Edge
IL-3-18	Principles of Hand Tying Springs
IL-3-19	Characteristics of Drop-In Units
IL-3-20	Types of Stain
IL-3-21	Types of Finish Coats

Skill Competencies/Operations The student will be able to:		Information Lessons
	IL-3-22	Types and Styles of Seats
	IL-3-23	Types and Styles of Inside Arms
	IL-3-24	Types and Styles of Inside Wings

UNIT IV: INNER CONSTRUCTION

Skill Competencies/Operations
The student will be able to:

SC-4-1	Use Channel Fillers
SC-4-2	Use the Stuffing Iron
SC-4-3	Use a Rubber Cutter
SC-4-4	Use a Cushion Filling Machine
SC-4-5	Use a Cushion Closing Equalizer
SC-4-6	Adjust, Tighten and Remove Fasteners with a Phillips Head Screwdriver
SC-4-7	Tighten and Loosen Fasteners with an Open End Wrench
SC-4-8	Rivet with a Pop Rivet Gun
SC-4-9	Use Hog Ring Pliers

Information Lessons

IL-4-1	Pattern Layout
IL-4-2	Back Styles, Types and Sizes
IL-4-3	Welting
IL-4-4	Fabric Design
IL-4-5	Types of Cushions
IL-4-6	Zipper Types
IL-4-7	Characteristics of Sofa Bed Hinges
IL-4-8	Characteristics of Sofa Converta Bed Mechanisms
IL-4-9	Characteristics of Sofa Mechanical Chairs
IL-4-10	Factors Affecting Design
IL-4-11	Types and Uses of Rules and Layout Tools
IL-4-12	Characteristics of Upholstering Fabric a. Long Nap Fabrics b. Short Nap Fabrics c. Plastics d. Leathers
IL-4-13	Layout for Repeat Pattern
IL-4-14	Layout for Standard Pattern
IL-4-15	Types and Styles of Back Pillows
IL-4-16	Sizes and Types of Single Welts
IL-4-17	Styles and Design of Cushions
IL-4-18	Procedure Used to Sew Inside Arms

Skill Competencies/Operations The student will be able to:	Information Lessons	
	IL-4-19	Procedure Used to Sew Inside Backs
	IL-4-20	Procedure Used to Sew Inside Wings
	IL-4-21	Foam Rubber Fabrication
	IL-4-22	Procedure in Securing Inside Arm Filling
	IL-4-23	Procedure in Securing Inside Back Filling
	IL-4-24	Procedure in Securing Inside Wing Filling
	IL-4-25	Proper Use of Pipe Tins
	IL-4-26	Care and Use of Cushion Filling Machine

UNIT V: OUTSIDE TRIM

Skill Competencies/Operations The student will be able to:		Information Lessons	
SC-5-1	Cut Curves with the Coping Saw	IL-5-1	Blind Sewing and Blind Tacking
SC-5-2	Shape and Smooth Curved Surfaces with a Wood Rasp or File	IL-5-2	Gimps, Types and Sizes
		IL-5-3	Skirts and Flounces
SC-5-3	Drive Brads or Decorative Nails with a Tack Hammer	IL-5-4	Types and Styles of Sew Bands
SC-5-4	Cut Fabric with Utility Knife	IL-5-5	Sizes and Types of Double Welts
SC-5-5	Use a Sabre Saw	IL-5-6	Types and Styles of Arm Covers
SC-5-6	Use a Finishing Sander (Oscillating)	IL-5-7	Types and Styles of Head Rests
		IL-5-8	Size and Types of Tacking Tape
		IL-5-9	Methods of Aligning and Attaching Bands
		IL-5-10	Sizes and Types of Panels
		IL-5-11	Methods of Attaching Wood Trim
		IL-5-12	Methods of Attaching Covered Panels
		IL-5-13	Types and Sizes of Double Welt
		IL-5-14	Methods of Attaching Double Welt
		IL-5-15	Methods of Attaching Gimp
		IL-5-16	Methods of Attaching Skirts and Flounces
		IL-5-17	Sizes and Types of Cambric

WRITTEN INSTRUCTIONAL AIDS

Introduction

Instruction sheets are aids used in developing the most effective and efficient teaching-learning situation that is possible. Four types of sheets are generally used including job sheets, operation sheets, information sheets and assignment sheets.

The Job involves a sequential performance of operations by the learner to "tryout" and develop the skill competencies (operations) of the occupation resulting in a product or service. It is the vehicle of instruction or the media by which the student practices and develops a series of skill competencies (operations). JOB SHEETS indicate to the student what to do in performing the various jobs assigned by the instructor. The jobs that will be used as vehicles of instruction in the course are listed in the COURSE OUTLINE section.

OPERATIONS are the subdivisions in the breakdown of a job. Each operation represents a process, way of doing or how to perform the par-skill competency or operation.

OPERATION SHEETS supplement the job sheets and indicate to the student how to perform the many skill competency operations necessary to complete the assigned jobs. The operations that will be taught in the course are listed in the COURSE OUTLINE section under skill competencies/operations. The operation sheets should be numbered to correspond with the Skill Competencies listed in the course outline.

INFORMATION SHEETS supplement the job sheets and provide the student with information necessary for completing the assigned jobs with highest possible degree of understanding. The information units that will be stressed in the course are listed in the course outline under information lessons. The information sheets included in this section should be numbered to correspond with the Information Lessons listed in the course outline.

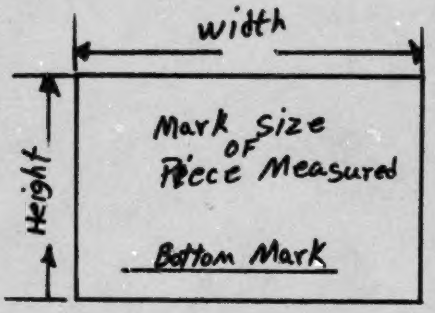
ASSIGNMENT SHEETS supplement the job sheets and provide the student with mental activities necessary to learn the "knowing" that accompanies the "doing" of a trade. The student is assigned related studies or technical information to be "sought out" by the student on an individual basis through the use of problems or "exercises".

JOB: Measure Burlap
UNIT II: Preparation
COURSE: Upholstery
MATERIAL: Burlap
Chalk
EQUIPMENT: Cutting Table
TOOLS: Measuring Stick

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-2-1

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Unroll and spread burlap on cutting table.	
2. Measure and mark width.	. SC-2-1
3. Measure and mark height.	
4. Identify and mark bottom on front of piece measured.	



METHOD OF EVALUATION:

1. Lines should be straight.
2. Measurements are accurate.

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-2-2

JOB: Cut Burlap

UNIT II: Preparation

COURSE: Upholstery

MATERIAL: Burlap

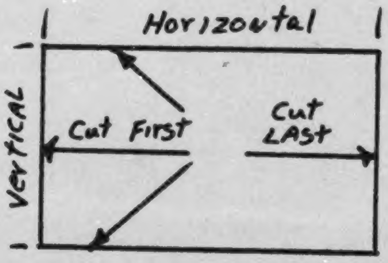
EQUIPMENT: Cutting Table

TOOLS: Shears

SAFETY PRECAUTIONS:

Use shears carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Spread premarked burlap on cutting table.	. SC-2-2
2. Select proper left or right handed shears of the appropriate length.	. IL-2-1
3. With firm grip, cut along horizontal lines.	
4. Cut along vertical lines.	



METHOD OF EVALUATION:

1. Straightness of cut
2. Shearing technique

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-2-3

JOB: Attach Burlap to Pad Seat

UNIT II: Preparation

COURSE: Upholstery

MATERIAL: Burlap
Seat Frame
4 Oz. Tacks

EQUIPMENT: Work Table

TOOLS: Magnetic Tack Hammer
Shears
Measuring Stick

SAFETY PRECAUTIONS:

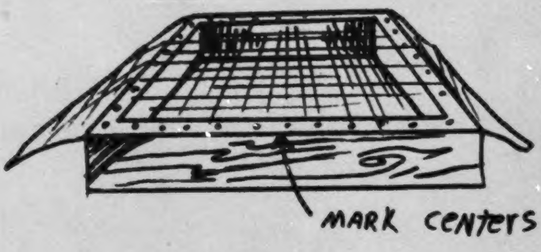
1. Don't tack fingers.
2. Keep work area clean.
3. Use shears carefully.

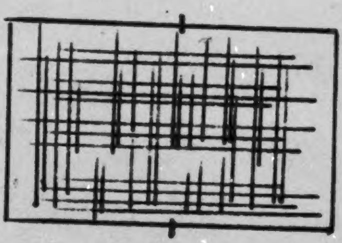
COMPETENCE - PROCEDURE/STEPS
The student will be able to:

1. Set seat frame on work table.
2. Measure and mark center of frame.
3. Measure and notch front and back centers of burlap.
4. Attach burlap to front of frame matching center marks.
5. Pin tack burlap to rear of frame matching center marks.
6. Stretch and pin tack burlap to side of frame.
7. Set burlap square and draw taut then drive tacks home.
8. Fold over on all sides and double tack.
9. Trim excess burlap.

TEACHING/LEARNING ACTIVITIES

. SC-2-1 through SC-2-3





METHOD OF EVALUATION:

1. Fabric should be stretched.
2. Tacks driven home and spaced properly
3. Hammering technique

JOB: Upholster Finger Roll

UNIT II: Preparation

COURSE: Upholstery

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-2-4

MATERIAL:
Burlap
Tacking Tape
Fiber
4 Oz. Tacks
Seat Frame
Chalk

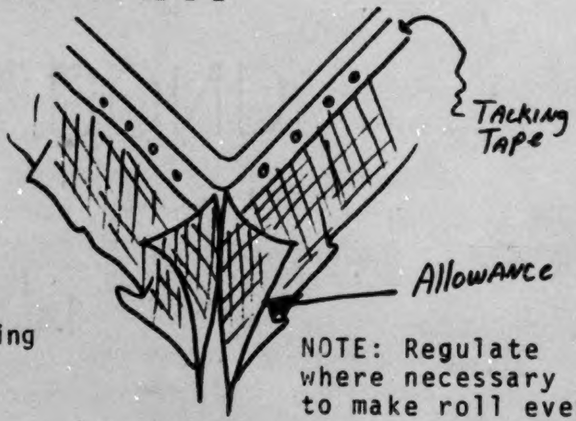
EQUIPMENT: Work Table

TOOLS:
Tack Hammer
Shears
Measuring Stick

SAFETY PRECAUTIONS:

1. Keep work area clean.
2. Tack accurately.
3. Use shears carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Set prepared seat frame on work table.	. SC-2-1 through SC-2-3
2. Measure circumference of frame.	. IL-2-1
3. Mark and cut burlap 4" wider than circumference of seat.	. IL-2-2
4. Tack burlap to edge of frame providing allowance for pleat at corners.	
5. Place and tack tacking tape onto burlap spacing tacks approximately 1-1/2" apart to insure a good job.	
6. Set fiber into place and shape roll.	
7. Tack straight sides first, finish tacking at corners.	



NOTE: Regulate where necessary to make roll even.

METHOD OF EVALUATION:

1. Firmness of roll
2. Shape of roll
3. Regulating technique
4. Safe work practices

JOB: Upholster Pad Seat

UNIT II: Preparation

COURSE: Upholstery

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-2-5

MATERIAL:
- Prepared Seat Frame
- Fiber
- Cotton
- Stitching Twine
- Fabric
- Tacks

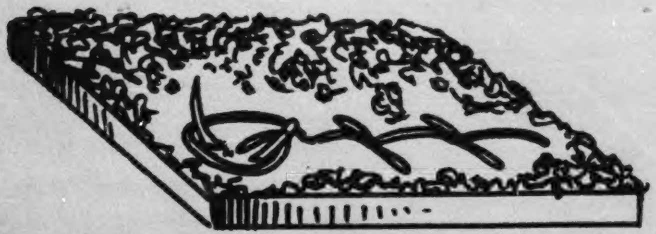
EQUIPMENT:
- Cutting Table
- Work Table

TOOLS:
- Measuring Stick
- Shears
- Measuring Tape
- Curved Needle
- Tack Hammer

SAFETY PRECAUTIONS:

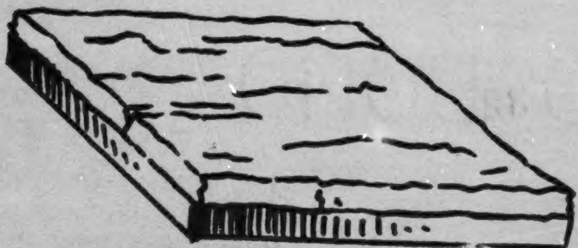
1. Stitch with caution.
2. Tack carefully.
3. Handle shears properly.

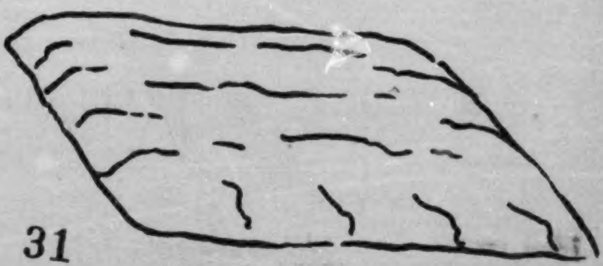
COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Place prepared seat frame on work table.	. SC-2-2, SC-2-3
2. Stitch lacer twines to seat burlap.	. SC-2-5
3. Secure fiber to seat by placing it under lacer twines.	. IL-2-3



4. Measure and mark front and back centers of frame.

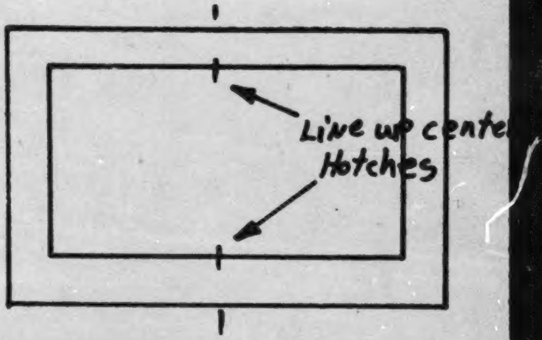
5. Smooth fiber and add two layers of cotton felt, feathering the edges.





COMPETENCE - PROCEDURE/STEPS | TEACHING/LEARNING ACTIVITIES

6. Keeping filling in place, use flexible rule to measure width and depth of desired fabric.
7. Mark, cut and identify fabric.
8. Notch front and back centers of fabric.
9. Base tack front matching notches.
10. Base tack back matching notches.
11. Smooth and stretch side to side and tack into place.
12. Restretch back and front, drive tacks home and pleat corners.



Centers Marked,
Cover Tacked in Place

METHOD OF EVALUATION:

1. Seat should be shaped properly.
2. Fiber placed evenly
3. Stitching technique

JOB:	Attach Webbing	**JOB SHEET IDENTIFICATION CODE**
UNIT II:	Preparation	JOB NUMBER: J-2-6
COURSE:	Upholstery	
MATERIAL:	Frame Webbing 12 Oz. Tacks	
EQUIPMENT:	Trestles	
TOOLS:	Tack Hammer Shears Webbing Stretcher Measuring Stick	

SAFETY PRECAUTIONS:

1. Secure stretcher before applying pressure.
2. Drive tacks plumb.
3. Use shears carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Set frame in proper position on trestles.	. SC-2-1 through SC-2-3
2. Measure and mark frame in order to space webbing properly.	. SC-2-5 . IL-2-4
3. Tack the free end by folding over 1 inch and tack through two thicknesses, staggering tacks.	
4. Tack the second or stretched end by placing the padded end of the stretcher against the frame, hooking the nail end of the stretcher, pulling down and tacking webbing to frame.	
5. Cut webbing off 1" from tacks.	
6. Fold webbing over tacks, tack again staggering tacks with those previously placed.	
7. Repeat steps 3 through 6 across seat.	NOTE: Interlace cross webbings to form a firm foundation.

METHOD OF EVALUATION:

1. Spacing of webbing
2. Tightness of webbing
3. Stretching technique
4. Firmness of mat

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-2-7

JOB: Set Seat Springs

UNIT II: Preparation

COURSE: Upholstery

MATERIAL: Springs
Chalk

EQUIPMENT: Trestles

TOOLS: Shears
Straight Needle
Klinch-It Tool
Measuring Stick

SAFETY PRECAUTIONS:

1. Load tool carefully.
2. Keep fingers clear.
3. Watch for clips not properly secured.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVIITES
1. Position frame on trestles.	. SC-2-1, SC-2-2
2. Measure width and depth of opening on frame to determine amount of springs to be used.	. SC-2-6 . IL-2-4
3. Set springs on base in straight lines, side to side, front to back.	
4. Secure springs using klinch-it tool.	
5. Start with the first row proceeding front to back, klinch each spring at least four times.	NOTE: Spacing klinch-its at 90° angles.

METHOD OF EVALUATION:

1. Springs aligned properly
2. Klinch-its spaced evenly
3. Tool operated efficiently

JOB: Fasten Spring Edge Wire

UNIT II: Preparation

COURSE: Upholstery

MATERIAL: Edge Wire
Spring Clips

EQUIPMENT: Trestles

TOOLS: Measuring Stick
Hack Saw
Spring Clip Pliers

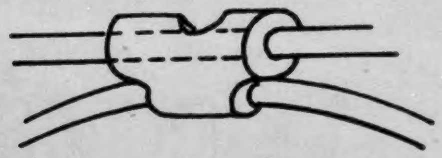
JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-2-8

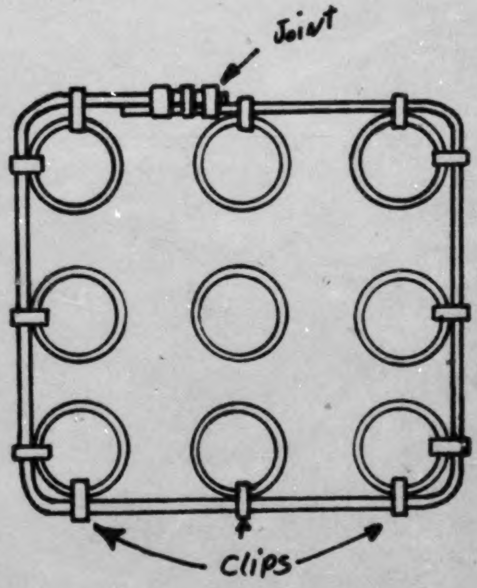
SAFETY PRECAUTIONS:

1. Use hack saw properly.
2. Check for sharp edges on wire.
3. Insert clips carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Measure width and depth of seat to be wired.	. SC-2-1
2. Cut wire to proper lengths.	. SC-2-7
3. Shape and bend wire where necessary.	
4. Place spring clip into pliers.	
5. Secure clip to both edge wire and spring, clipping single prong onto spring, and double prong onto edge wire.	. SC-2-8



6. Continue operation until each spring is secured to edge wire.



NOTE: Corner springs require two clips, one on each side.

METHOD OF EVALUATION:

1. Clips should be level.
2. Double prong secured to wire
3. Single prong secured to spring
4. Technique in using spring clip pliers

JOB: Attach Fox Edging

UNIT II: Preparation

COURSE: Upholstery

MATERIAL: Twine
Fox Edging
Chalk

EQUIPMENT: Trestles

TOOLS: Shears
Straight Needle
Curved Needle
Measuring Stick
Upholsterer's Knife

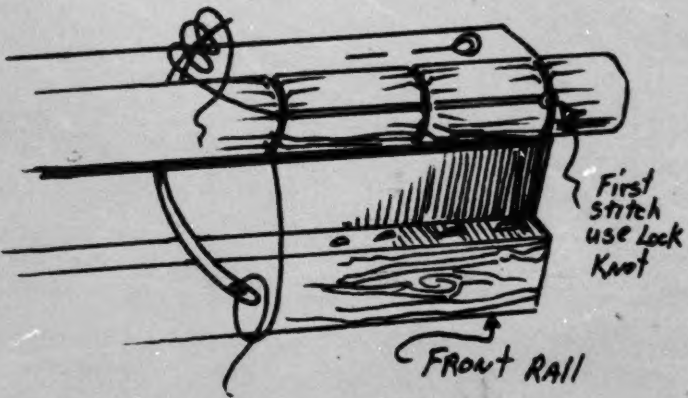
JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-2-9

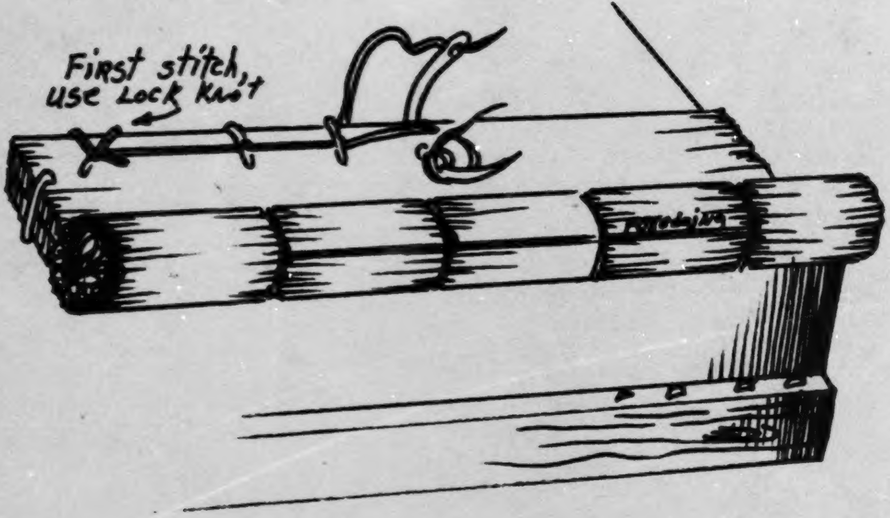
SAFETY PRECAUTIONS:

1. Use shears properly.
2. Always think safety when using needles.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Position piece on trestles.	. SC-2-1, SC-2-2
2. Measure for length of edging needed.	. SC-2-4
3. Mark and cut to size using upholsterer's knife.	. SC-2-9
4. Set edging in place using curved needle.	NOTE: First stitch is to the rear or flat of the edge roll.



COMPETENCE - PROCEDURE/STEPS	TEACHING/LEARNING ACTIVITIES
	NOTE: Second stitch is an under and over stitch along the front of the roll. On this operation a short double pointed needle is recommended



METHOD OF EVALUATION:

1. The roll secured plumb
2. Stitches spaced properly
3. Stitching technique

JOB: Measure and Mark Seat Cover

UNIT II: Preparation

COURSE: Upholstery

MATERIAL: Fabric
Denim
Chalk

EQUIPMENT: Cutting Table
Trestles

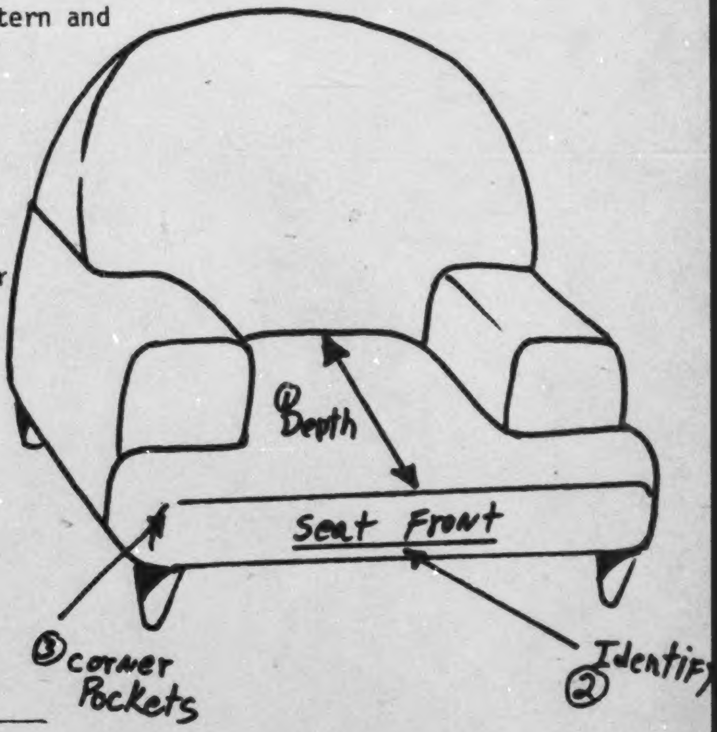
TOOLS: Measuring Tape
Measuring Stick
Extension Rule

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-2-10

DRAWING NO.: D-2-10

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Position on trestles.	. SC-2-1
2. Measure width of seat, check pattern and nap, mark bottom.	
3. Measure seat for height.	
4. Measure seat for depth.	
5. Mark and identify fabric to cut.	
6. Mark in angle and depth of corner pockets.	
7. Measure and mark seat platform.	



METHOD OF EVALUATION:

1. Pattern set properly
2. Nap running in right direction
3. Allowance made for filling material
4. Inside measurements are accurate

JOB: Cut Seat Cover

UNIT II: Preparation

COURSE: Upholstery

MATERIAL: Seat Fabric
Platform Material

EQUIPMENT: Cutting Table

TOOLS: Shears

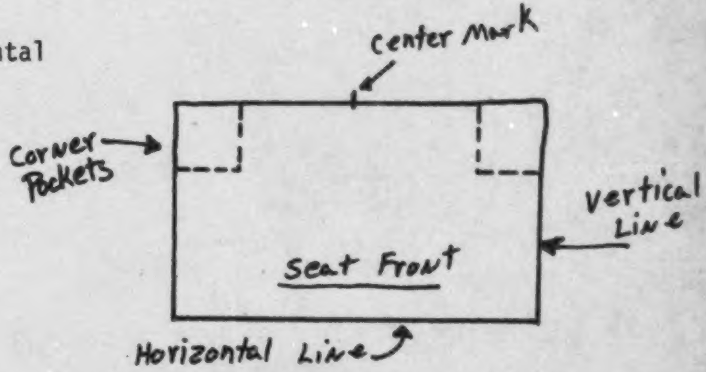
SAFETY PRECAUTIONS:

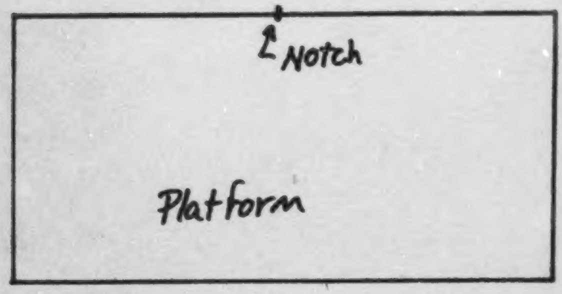
Use shears carefully.

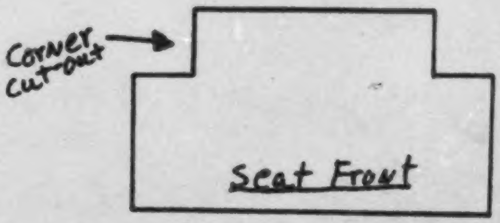
JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-2-11

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Spread marked seat fabric on cutting table.	. SC-2-2
2. Check bottom mark and cut horizontal line.	
3. Cut vertical lines.	
4. Cut out corner pockets.	
5. Fold and notch center of fabric.	
6. Cut seat platform to size.	
7. Fold and notch center.	


center Mark
Corner Pockets
Vertical Line
Seat Front
Horizontal Line


℄ Notch
Platform


Corner cut-out
Seat Front

METHOD OF EVALUATION:

1. Cuts are straight
2. Notches are centered
3. Patterns are matched

JOB: Sew Seat Cover
UNIT II: Preparation
COURSE: Upholstery
MATERIAL: Seat Fabric
Platform Material
EQUIPMENT: Power Sewing Machine
TOOLS: Shears

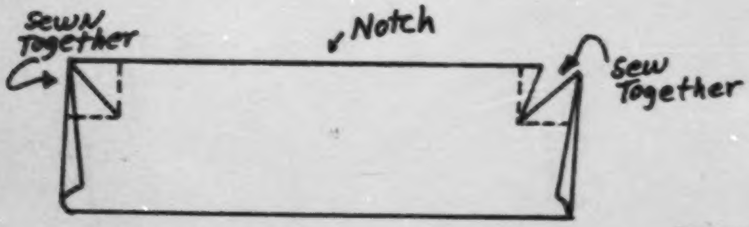
JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-2-12

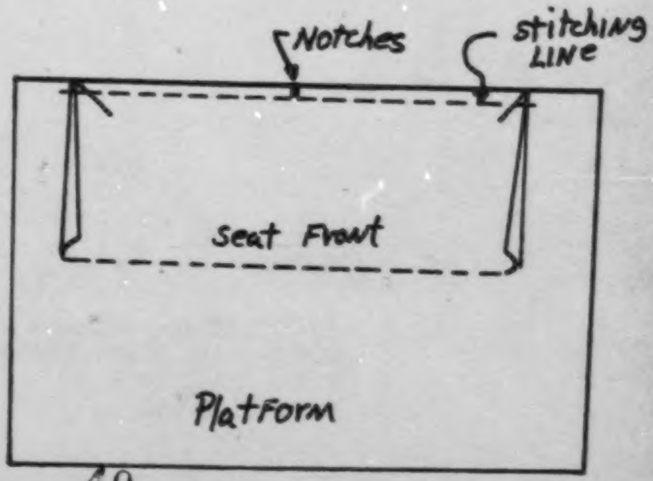
SAFETY PRECAUTIONS:

1. Abide by safety practices when using power sewing machine.
2. Use shears properly.

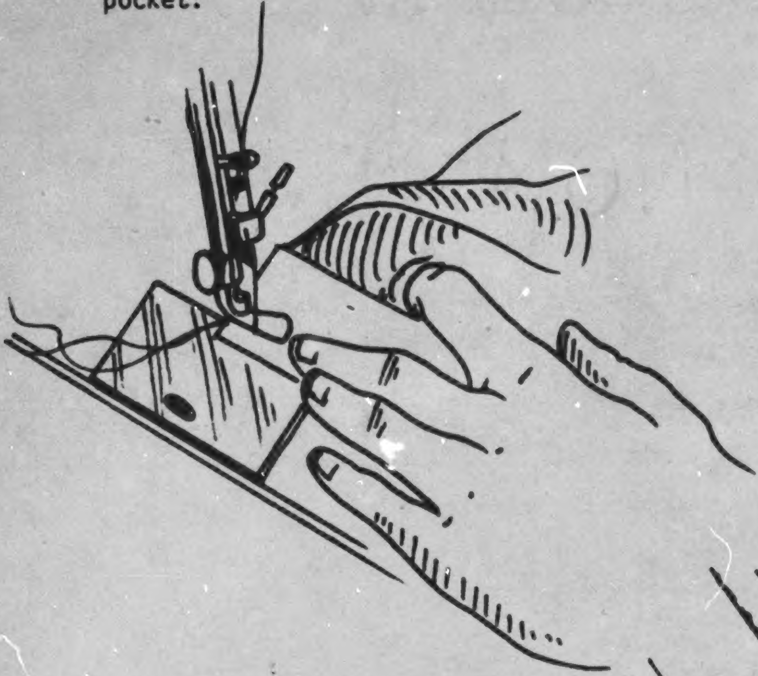
COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Place seat fabric and platform material at sewing machine.	. SC-2-2
2. Check tension, size of stitch, and insert proper colored thread.	. SC-2-11 . IL-2-5
3. Turn machine to the "on" position.	
4. Sew in pockets maintaining a half inch seam.	

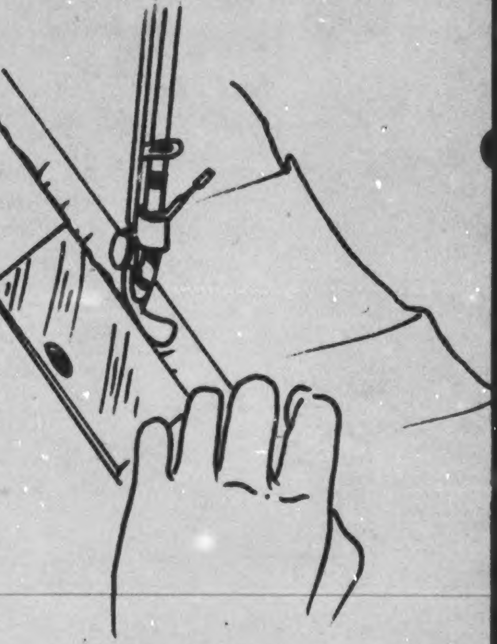

Sewn Together
Notch
Sew Together

5. Join notches of seat and platform and sew face together starting at center.


Notches
stitching LINE
Seat Front
Platform

6. Sew one and a half inches beyond corner pocket.





7. Remove work from under presser foot and cut threads.

8. Repeat sewing operation by turning work upside down and sewing to the opposite end.

9. Lift presser foot, cut threads and remove work from machine.

METHOD OF EVALUATION:

1. Power machine set up properly
2. Sewing technique
3. Seams sewed straight
4. Notches joined

JOB: Upholster Pull Over Seat

JOB SHEET
IDENTIFICATION CODE

UNIT II: Preparation

JOB NUMBER: J-2-13

COURSE: Upholstery

MATERIAL: Twine
Cotton
Chalk
Fiber
4 Oz. Tacks

EQUIPMENT: Trestles

TOOLS: Tack Hammer
Shears
Curved Needle
Skewers

SAFETY PRECAUTIONS:

1. Be careful when pinning.
2. Use needles carefully.
3. Keep stretch hand free when driving tacks home.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Position piece on trestles.	
2. Set seat in place, pin corners with skewers.	. SC-2-12
3. Sew seam of seat to burlap.	
4. Mark fabric at posts for hand cuts.	. SC-2-1
5. Hand cut material following marks, or until seat fits properly.	. SC-2-2
6. Sew in lacer twines across front of seat.	.SC-2-4
7. Tease filling and place under lacer twines.	
8. Place cotton on seat front.	
9. Pull material down over front and pin tack.	
10. Place fiber on seat, tease to make smooth.	
11. Add one layer of cotton over platform area.	
12. Stretch and tack platform material to top of side rails and top of rear rail.	. IL-2-6

COMPETENCE - PROCEDURE/STEPS	TEACHING/LEARNING ACTIVITIES
13. Remove pin tack from seat front and secure, driving tacks home.	

METHOD OF EVALUATION:

1. Filling placed properly
2. Proper stitching technique used
3. Fabric smooth and taut.

JOB: Measure a Lawson Arm Cover

UNIT II: Preparation

COURSE: Upholstery

MATERIAL: Cover Fabric
Lawson Arm
Chalk

EQUIPMENT: Cutting Table
Work Trestles

TOOLS: Measuring Tape
Measuring Stick

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-2-14

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Position piece properly on trestles.	. SC-2-1
2. Measure depth and height of inside arm.	. SC-2-10
3. Measure width and height of front arm piece.	
4. Measure length of arm cord to be used.	
5. Measure height and depth of arm stretcher material required.	

METHOD OF EVALUATION:

1. Pieces identified
2. Method of marking
3. Correct measurements

JOB: Cut a Lawson Arm Cover

UNIT II: Preparation

COURSE: Upholstery

MATERIAL: Fabric
Stretcher Material

EQUIPMENT: Cutting Table

TOOLS: Shears

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-2-15

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Lay out fabric and check for flaws.	. SC-2-2
2. Cut inside arm piece, horizontal lines first.	
3. Cut vertical lines on arm.	
4. Cut horizontal lines of front piece.	
5. Cut vertical lines of front piece.	
6. Cut arm welting, width and length.	
7. Cut stretcher to size.	

METHOD OF EVALUATION:

1. Straight cuts
2. Shears used safely

JOB: Sew a Lawson Arm Cover

UNIT II: Preparation

COURSE: Upholstery

MATERIAL Fabric
Stretcher Mat
Welting Cord

EQUIPMENT: Sewing Machine
Welting Foot Attachment

TOOLS: Shears

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-2-16

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Attach stretcher material along bottom of inside arm securing face sides of fabric together.	. SC-2-10, SC-2-11
2. Set and sew cord inside welting strip.	. IL-2-5
3. Attach welting strip along front of inside arm.	NOTE: Fabric edges must be kept even to insure proper seam width.
4. Attach front piece to inside arm and welt.	NOTE: Care must be taken to keep edges straight.
5. Check seams for openings, and trim loose threads.	

METHOD OF EVALUATION:

1. Seam allowance
2. Straight seams
3. Correct stitch

JOB: Upholster a Lawson Arm

UNIT II: Preparation

COURSE: Upholstery

MATERIAL: Prepared Cover
Fiber
Cotton Felt

EQUIPMENT: Trestles

TOOLS: Tack Hammer
Curved Needle
Shears

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-2-17

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Close openings on arm by attaching burlap.	. SC-2-11
2. Sew in lacer twines.	
3. Tease filling and place under lacer twines.	
4. Place and secure cotton felt.	
5. Pin tack finished cover making certain fabric is straight with emphasis placed on the front welt.	
6. Finish arm front, pleat corners, remove pin tacks and drive tack home.	
7. Stretch cover to back, make hand cuts where required and drive tacks home.	
8. Secure fabric in place along outside and underneath arm rail.	
9. Stretch to bottom, drive tacks home .	NOTE: Be careful not to make draws.

METHOD OF EVALUATION:

1. Proper procedure
2. Cover tight
3. Smooth finish
4. Tacking technique

JOB: Measure and Mark Tight Back

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-2-18

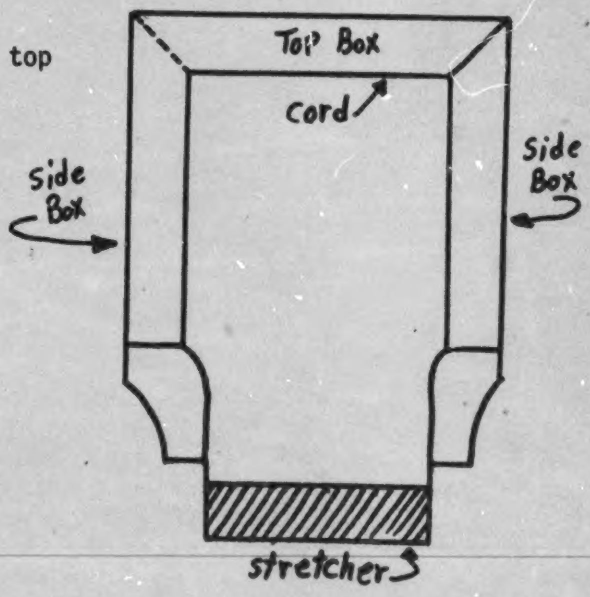
UNIT II: Preparation

COURSE: Upholstery

MATERIAL:
- Fabric Cover
- Stretcher Material
- Welting Cord
- Chalk
- Chair

TOOLS:
- Measuring Stick
- Measuring Tape

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Measure the greatest width to just beyond the top of the side edges of the inner surface and add 1" for sewing the boxing.	. SC-2-10
2. Measure the length from the point of finishing at the top to the bottom of the back.	
3. Measure the greatest width across the top of the back and down the sides to the arms.	
4. Measure the circumference of back to determine length of welting fabric required.	
5. Measure across bottom of back for stretchers.	



METHOD OF EVALUATION:

1. Parts identified
2. Correct measurements

JOB: Cut a Tight Back

UNIT II: Preparation

COURSE: Upholstery

MATERIAL: Back Fabric
Stretcher Material
Welt Cord

EQUIPMENT: Cutting Table
Shears

SAFETY PRECAUTIONS:

Use shears carefully.

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-2-19

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Cut vertical and horizontal lines of "T" inside back.	. SC-2-2
2. Cut side boxing, width and height.	NOTE: Stay on marked lines to get proper shape.
3. Cut top boxing depth and width.	NOTE: Depth of top boxing should equal width of side boxing.
4. Cut welting fabric.	
5. Cut stretcher material width and height.	

METHOD OF EVALUATION:

1. Straight cutting
2. Cutting technique

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-2-20

JOB: Sew Inside Back

UNIT II: Preparation

COURSE: Upholstery

MATERIAL: Back Fabric
Stretcher Material
Welting Cord

EQUIPMENT: Sewing Machine
Welting Foot

TOOLS: Shears

SAFETY PRECAUTIONS:

Practice safety when using power sewing machine.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Sew stretcher along bottom of inside back.	NOTE: Keep fabrics face to face.
2. Attach welting strip around inside back cover.	. SC-2-11 NOTE: Strips should end at least 2" below the level of the deck.
3. Sew the boxing to cover all along the welt.	NOTE: Turn the seam ends in opposite directions in order to avoid large lumps in the finished back.
4. Sew on added stretchers where needed.	

METHOD OF EVALUATION:

1. Seam allowance
2. Straight seams
3. Correct stitch
4. Neat appearance

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-2-21

JOB: Upholster a Tight Back

UNIT II: Preparation

COURSE: Upholster

MATERIAL: Sewn Back
Cotton
Fiber
4 Oz. Tacks
Stitching Twine

EQUIPMENT: Trestles

TOOLS: Tack Hammer
Shears
Curved Needle
Regulator

SAFETY PRECAUTIONS:

1. Use extreme caution when using the regulator.
2. Use needles carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Place piece on trestles.	. SC-2-13
2. Tease fiber and place under lacer twines.	. IL-2-6
3. Regulate fiber to make sure the filling is smooth.	
4. Place two layers of cotton felt over top of fiber and feather edges.	
5. Set sewn cover in place.	
6. Base tack upper corners.	
7. Hand cut along arm top and at lower back rail.	
8. Secure stretchers at both sides.	
9. Tack permanently along top rail smooth cover to prevent draws.	
10. Stretch fabric top to bottom and permanently tack across bottom.	

METHOD OF EVALUATION:

1. Tacking procedure
2. Neat hand cuts
3. No draws
4. Adequate filling
5. Smooth finish

JOB: Make Covered Buttons

UNIT II: Preparation

COURSE: Upholstery

MATERIAL: Fabric
Button Shells
Button Loops

EQUIPMENT: Button Machine
Set of Button Dies
Cutting Dies

TOOLS: Shears
Mallet

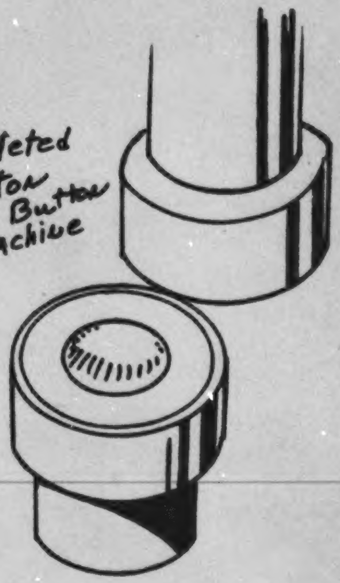
JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-2-22

SAFETY PRECAUTIONS:

Handle cutting dies carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Cut fabric into strips 1/4" wider than diameter of cutting die being used.	. SC-2-14 . IL-2-7
2. Fold fabric into layers.	
3. Cut fabric to exact shape.	
4. Place shaped fabric into die and press shell into place.	
5. Place wire loop into die already secured in machine.	
6. Set die with shell and fabric over top of die in machine.	
7. Bear down on handle and apply pressure.	
8. Lift handle and remove finished button from machine.	



Completed Button in Button MAchine

METHOD OF EVALUATION:

Proper use of the button machine.

JOB: Insert Buttons

UNIT II: Preparation

COURSE: Upholstery

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-2-23

MATERIAL:
- Button Twine
- Button
- Chalk
- Upholstered Back
- Cotton Wads

EQUIPMENT: Trestles

TOOLS:
- Single Point Straight Needle
- Shears
- Measuring Stick

SAFETY PRECAUTIONS:

1. Keep fingers away from point of needle.
2. When pulling needle through fabric keep body away from point of needle.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Measure and mark with chalk the exact spot where buttons are to be set.	. SC-2-15
2. Cut twines about 15" long.	
3. Insert one end of twine through loop on button.	
4. Thread loose ends through tufting needle.	
5. Push the needle through the center of one of the chalk marks and right on through the back.	

COMPETENCE - PROCEDURE/STEPS	TEACHING/LEARNING ACTIVITIES
6. Pull the twine and tighten the button against the fabric.	
7. Make a lock knot in the twine.	NOTE: As you draw up the knot place a small wad of cotton in the loop so that the twine will not pull through the webbing.
8. Tighten the knot until the botton forms the desired depression in the fabric.	
9. Continue to set all buttons in place.	
10. Place and pull all buttons to desired depth then lock the knot and cut off the ends of the twine.	

METHOD OF EVALUATION:

1. Buttoning technique
2. Knotted correctly
3. Drawn level
4. Neat appearance

JOB: Strip a Pad Seat

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Pad Seat

EQUIPMENT: Work Bench

TOOLS: Mallet
Ripping Chisel

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-3-1

SAFETY PRECAUTIONS:

1. Check for splinters.
2. Keep work area clean.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Set seat on work bench.	. SC-3-1, SC-3-2
2. Remove cambric.	
3. Pry tacks and remove seat fabric.	
4. Remove filling.	

METHOD OF EVALUATION:

1. Firm grip on mallet
2. Chisel held correctly
3. Safety used

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-3-2

JOB: Strip a Pull Up Chair

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Pull Up Chair

EQUIPMENT: Trestles

TOOLS:
Mallet
Ripping Chisel
Staple Puller

SAFETY PRECAUTIONS:

1. Guard against broken staples, splintered wood.
2. Keep work area clean.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Position pull up chair on trestles.	. SC-3-1 through SC-3-3
2. Pry staples, remove cambric.	
3. Pry staples, remove seat fabric and filling.	
4. Pry staples from outside back.	
5. Pry staples from inside back.	
6. Remove filling and fabric from inside back.	

METHOD OF EVALUATION:

1. Stripped clean
2. Stripping sequence

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-3-3

JOB: Reweb Chair Seat

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Chair
12 Oz. Tacks
Webbing

EQUIPMENT: Trestles

TOOLS: Webbing Pliers
Tack Hammer

SAFETY PRECAUTIONS:

Keep firm grip on pliers.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Remove tacks from webbing along front rail.	. SC-3-4
2. Secure webbing along back rail.	
3. Use webbing pliers to stretch webbing tight.	
4. Tack webbing, staggering tacks.	
5. Remove tacks from webbing along side rail.	
6. Repeat steps 2, 3 and 4 on side rail.	

METHOD OF EVALUATION:

1. Webbing tight
2. Tacks staggered
3. Tacks flush

JOB: Cut Flat Seats

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: 1/2" Plywood

TOOLS: Hand Saw
6' Folding Rule
Pencil

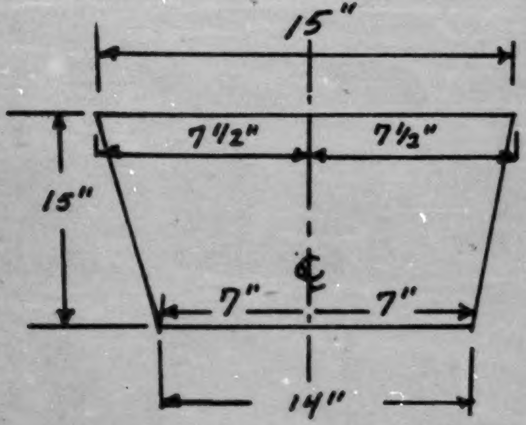
JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-3-4

SAFETY PRECAUTIONS:

Keep object clear of saw path.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Measure and mark stock to length and width.	NOTE: Lay out and shape from centerline.
2. Cut stock to size.	. SC-3-5 . SC-3-6



METHOD OF EVALUATION:

1. Saw cuts are straight and neat
2. Seat correct size and taper

JOB: Lay Out and Cut Ottoman End Rails

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Hardwood Stock

EQUIPMENT: Radial Arm Saw

TOOLS: 6' Folding Rule
Pencil

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-3-5

SAFETY PRECAUTIONS:

Keep body clear of saw blade.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Lay out end rails.	. SC-3-5
2. Cut end rails to length.	. SC-3-7

METHOD OF EVALUATION:

1. Safe operation of radial arm saw
2. Correct cut
3. Correct rail length

JOB: Lay Out and Cut Ottoman Side Rails

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Hardwood Stock

EQUIPMENT: Radial Arm Saw

TOOLS: 6' Folding Rule
Pencil

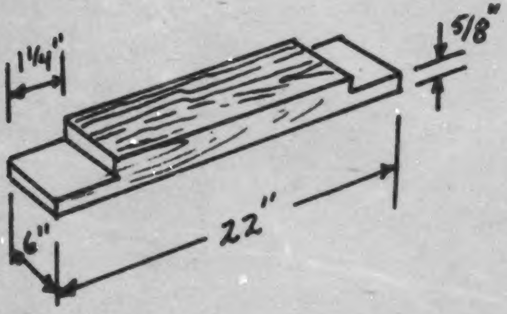
JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-3-6

SAFETY PRECAUTIONS:

Do not stand in front of saw blade.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Lay out rails.	. SC-3-5
2. Cut stock to length with radial arm saw.	. SC-3-7
3. Dado the end of the rails with radial arm saw.	



METHOD OF EVALUATION:

1. Safe use of radial arm saw
2. Depth and width of dado
3. Correct size of rail

JOB: Drill Ottoman Rails

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Rails from J-3-6

TOOLS:
Hand Drill
6' Folding Rule
Pencil
Combination Square

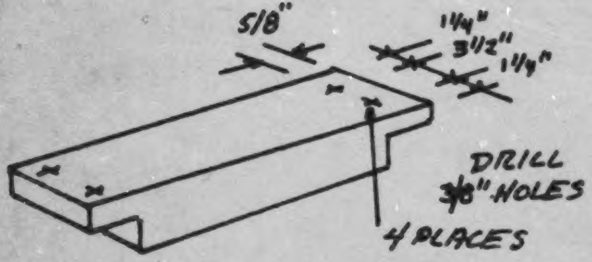
SAFETY PRECAUTIONS:

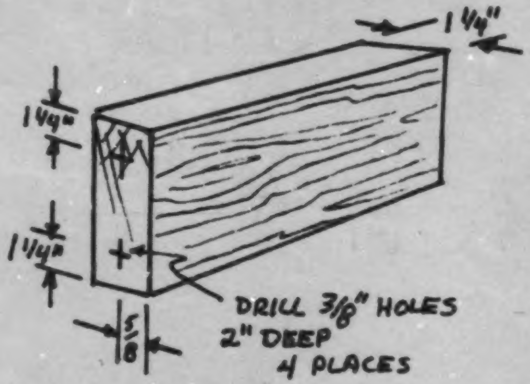
Keep hands clear of gears.

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-3-7

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Lay out centers of holes.	. SC-3-5
2. Drill holes in side rails.	. SC-3-8
3. Drill holes in end rails.	


5/8"
1/4"
3 1/2"
1 1/4"
DRILL
3/8" HOLES
4 PLACES


1 1/4"
1 1/4"
1 1/4"
5/8
DRILL 3/8" HOLES
2" DEEP
4 PLACES

METHOD OF EVALUATION:

1. Holes drilled plumb
2. Holes spaced correctly

JOB: Assemble Ottoman Frame
UNIT III: Construction and Build-Up
COURSE: Upholstery
MATERIAL: Dowels
White Glue
TOOLS: Bar Clamps
Hammer

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-3-8

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Apply glue to dado.	. SC-3-9
2. Align rails.	. SC-3-10
3. Dip dowels in glue.	. IL-3-1
4. Set dowels in place.	
5. Clamp in position.	NOTE: Be sure frame is square and plumb.

METHOD OF EVALUATION:

1. Frame level
2. Frame plumb
3. Neat joints

JOB: Lay Out and Secure Ottoman Leg Rails

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-3-9

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Hardwood Stock
Dowel
Common Nails
White Glue

EQUIPMENT: Radial Arm Saw

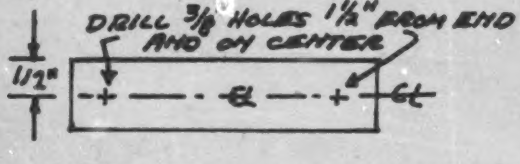
TOOLS: Hammer
Hand Drill
Pencil
6' Folding Rule
Combination Square

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES

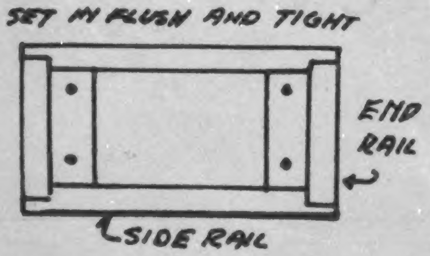
1. Measure and mark leg rails to length.

2. Cut leg rails to length.

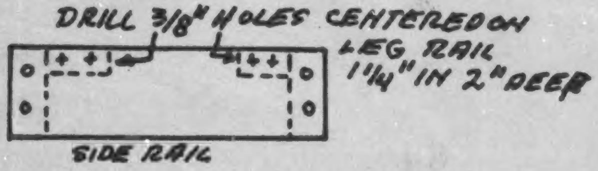
3. Drill 3/8" leg holes and insert "T" nut.


DRILL 3/8 HOLES 1½" FROM END AND ON CENTER
1½"
℄
℄

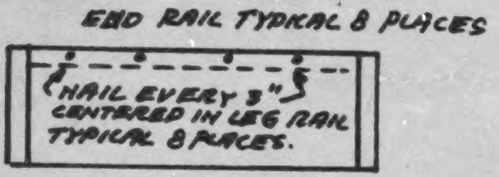
4. Set in place on bottom of ottoman frame as shown.


SET IN FLUSH AND TIGHT
END RAIL
SIDE RAIL

5. Drill dowel holes 2" deep.


DRILL 3/8" HOLES CENTERED ON LEG RAIL 1¼" IN 2" DEEP
SIDE RAIL

COMPETENCE - PROCEDURE/STEPS	TEACHING/LEARNING ACTIVITIES
6. Dip dowels in glue.	
7. Set in dowels.	
8. Nail end rails to leg rails as shown.	


END RAIL TYPICAL 8 PLACES
NAIL EVERY 3"
CENTERED IN LEG RAIL
TYPICAL 8 PLACES.

COMPETENCE - PROCEDURE/STEPS	TEACHING/LEARNING ACTIVITIES
9. Screw on finished leg.	

METHOD OF EVALUATION:

1. Holes drilled correctly
2. Rails flush to corner
3. Frame square and plumb

JOB: Steel Web an Ottoman

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Steel Webbing
Ottoman from J-3-9
Screw Type Nails

EQUIPMENT: Work Bench

TOOLS: Hammer
Steel Band Webbing
Stretcher
6 Foot Rule

SAFETY PRECAUTIONS:

Handle webbing carefully.

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-3-10

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Position ottoman on bench.	. SC-3-11
2. Attach loose end of webbing on side rails.	
3. Set nails and drive flush with frame.	
4. Stretch and nail in place on opposite rail.	
5. Cut bands flush with rail.	

METHOD OF EVALUATION:

1. Webbing spaced evenly
2. Stretched taut
3. Ends cut even to rail

JOB: Replace Front Chair Rail

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-3-11

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Chair
Dowels
Hardwood Stock

EQUIPMENT: Work Bench

TOOLS: Hand Drill
6 Foot Folding Rule
Hand Saw
Hammer
Bar Clamp

SAFETY PRECAUTIONS:

1. Keep work area clean.
2. Observe safety precautions for radial arm saw.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Set chair on work bench.	. SC-3-6
2. Remove corner blocks.	. SC-3-8 through SC-3-10
3. Remove front rail and loose dowels.	
4. Measure and cut front rail to width and length.	
5. Drill holes for dowels.	
6. Set in place and secure.	

METHOD OF EVALUATION:

1. Rail tight
2. Joints closed
3. Choice of wood

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-3-12

JOB: Repair a Chair Frame

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Chair Frame
Dowels
Glue
Hardwood
Screws

EQUIPMENT: Work Bench
Radial Arm Saw

TOOLS: Hand Drill
Screwdriver
Carpenter's Hammer

SAFETY PRECAUTION:

Be extra cautious handling power equipment.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Position chair on work bench.	. SC-3-8
2. Replace or repair split and crooked rails.	. SC-3-10
3. Remove and replace broken corner blocks.	. SC-3-12
4. Remove and replace broken dowels.	
5. Tighten loose screws.	NOTE: Glue where necessary making sure chair is square and plumb.

METHOD OF EVALUATION:

1. Piece level
2. Piece plumb
3. Joints tight

JOB: Remove Old Finish

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-3-13

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Rough Finished Wood
Paint Remover
Neutralizer
Burlap

EQUIPMENT: Work Bench

TOOLS: Wood Scraper
Paint Brush

SAFETY PRECAUTIONS:

1. Handle remover carefully.
2. Watch for splinters.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Set wood on work bench.	NOTE: Repeat steps 2 and 3 when necessary.
2. Apply coat of remover and let set.	
3. Remove old finish with scraper.	
4. Wash off remaining finish and remover with neutralizer.	NOTE: Remover must be neutralized to stop removing action. . SC-3-13 . SC-3-14

METHOD OF EVALUATION:

1. Old finish removed
2. Remover neutralized

JOB: Prepare Old Surface

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Steel Wool
Sandpaper
Wood Filler

TOOLS: Sanding Block

SAFETY PRECAUTIONS:

Watch for splinters and pointed edges.

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-3-14

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Sand surface with rough sandpaper.	. SC-3-15
2. Apply wood filler.	NOTE: Select filler according to type of wood.
3. Allow filler to dry.	
4. Sand with fine sandpaper.	
5. Steel wool to finished smoothness.	NOTE: Steel wool surface with long even strokes with grain of wood.

METHOD OF EVALUATION:

1. Correct filler used
2. Check for proper smoothness

JOB: Stain and Finish Prepared Surface

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-3-15

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Stain
Steel Wood
Cloth
Shellac

TOOLS: Brush

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Brush on stain.	. SC-3-13
2. Wipe stain to tone with soft cloth.	NOTE: Use long strokes to avoid light and dark areas of stain.
3. Apply wash coat of shellac.	. IL-3-2
4. Let dry, then steel wool.	
5. Apply second coat of shellac.	

METHOD OF EVALUATION:

1. Area covered evenly with stain
2. Shellac applied evenly
3. Smooth finish

JOB: Prepare Show Wood

UNIT III: Construction and Build-Up

COURSE: Upholstery

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-3-16

MATERIAL:
- Paint Remover
- Sandpaper
- Steel Wool
- Naphtha
- Wood Filler
- Benzine
- Show Wood Piece

EQUIPMENT: Work Bench

TOOLS:
- Scraper
- Sanding Block

SAFETY PRECAUTIONS:

1. Handle removers carefully.
2. Watch for splinters.
3. Store flammable materials properly.
4. Ventilate area properly.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Wash and remove old finish.	. SC-3-13 through SC-3-15
2. Touch up and restore color.	
3. Repair small dents.	
4. Repair and sand surface.	

METHOD OF EVALUATION:

1. Proper finish
2. Wood prepared properly
3. Safety practices

JOB: Finish Show Wood

JOB SHEET
IDENTIFICATION CODE

UNIT III: Construction and Build-Up

JOB NUMBER: J-3-17

COURSE: Upholstery

MATERIAL:
Show Wood Piece
Oil Stain
Shellac
Sand Paper
Paste Filler
Soft Cloth
Fine Steel Wool

EQUIPMENT: Work Bench

TOOLS:
Sanding Block
Paint Brush

SAFETY PRECAUTIONS:

1. Watch for splinters.
2. Store flammable materials properly.
3. Ventilate area properly.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Brush on stain.	
2. Wipe away excess stain.	
3. Apply a wash coat of shellac.	NOTE: On open grained woods use a paste filler, following the manufacturer's directions.
4. Sand lightly and apply a second coat of shellac.	. SC-3-13 . SC-3-15
5. Apply a cut coat of varnish.	
6. Allow to dry, sand surface with a fine abrasive.	
7. Apply second coat of varnish.	
8. Repeat #6 and 7 until desired finish is obtained.	

METHOD OF EVALUATION:

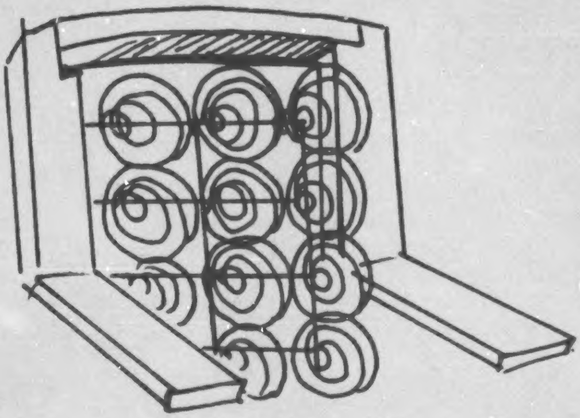
1. Proper color
2. No blemishes
3. Smooth finish

JOB:	Secure Drop-In Unit	JOB SHEET IDENTIFICATION CODE
UNIT III:	Construction and Build-Up	JOB NUMBER: J-3-18
COURSE:	Upholstery	
MATERIAL:	Nails Spring Units	
EQUIPMENT:	Chair Trestles Electric Drill	
TOOLS:	Hammers	

SAFETY PRECAUTIONS:

1. Be careful of sharp metal edges.
2. Handle drill carefully.
3. Drive nails plumb.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Measure seat opening.	. IL-3-16
2. Cut springs to length.	. IL-3-3
3. Drill holes in unit.	
4. Set unit in place.	
5. Place nails in holes and drive home.	



METHOD OF EVALUATION:

1. No sharp edges
2. Proper height
3. Nails flush

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-3-19

JOB: Secure Bar Springs

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Bar Springs
Screw Type Nails
Open Back Chair

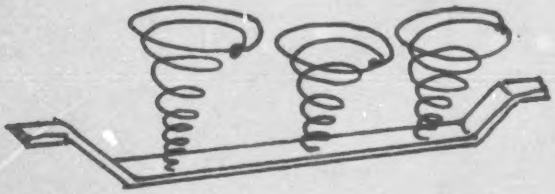
EQUIPMENT: Trestles
Electric Drill

TOOLS: Hammer
Measuring Stick
Hack Saw

SAFETY PRECAUTIONS:

1. Be careful of sharp metal edges.
2. Handle drill carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Position piece on trestles properly.	NOTE: Maintain 1" space between outer edge of springs.
2. Measure back opening.	
3. Cut bars to length and redrill.	
4. Mark top and bottom rails.	
5. Place springs at marks.	
6. Set nails in predrilled holes and drive home.	NOTE: A screw type nail with large head is recommended.
	. SC-3-16



METHOD OF EVALUATION:

1. Bars secure
2. Springs properly spaced
3. Springs level

JOB: Secure Non-Sag Springs

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-3-20

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL:
- Non-Sag Springs
- Spring Clips
- Helicals
- Nails
- Chair Frame

EQUIPMENT: Trestles

TOOLS:
- Hammer
- Measuring Tape
- Hack Saw

SAFETY PRECAUTIONS:

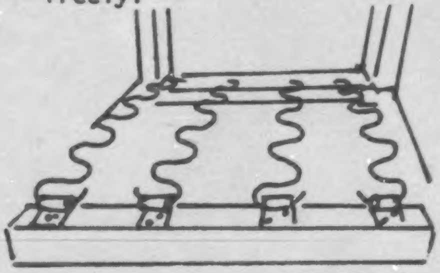
Beware of sharp edges.

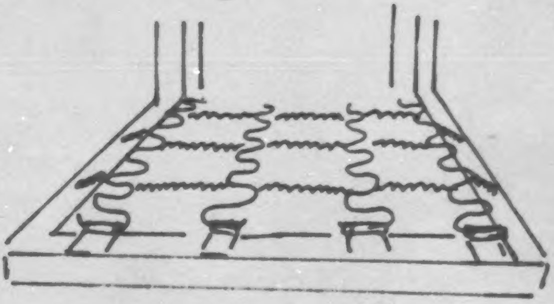
COMPETENCE - PROCEDURE/STEPS
The student will be able to:

1. Set piece on trestles.
2. Measure seat opening.
3. Cut springs to length.
4. Nail clips on front and back rails.
5. Hook the spring end into the clips alternating direction of bend.
6. Nail down the upper part of the clip.
7. Place helical springs between rows of springs.

TEACHING/LEARNING ACTIVITIES

NOTE: Hang clip over inside edge of frame to permit spring to swivel freely.





METHOD OF EVALUATION:

1. Proper shape
2. Springs spaced properly
3. Clips secure

JOB: Sew Springs to Webbing

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-3-21

[illegible]T III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Springs
Twine
Chalk
Prepared Frame

EQUIPMENT: Trestles

TOOLS: Straight Double Pointed Needle

SAFETY PRECAUTIONS:

Use needle with extreme caution.

COMPETENCE - PROCEDURE/STEPS
The student will be able to:

1. Position springs properly on webbing.
2. Thread double pointed straight needle.
3. Push needle through webbing from underside.
4. Loop coil, push down on opposite side.
5. Tie the first stitch.
6. Continue stitching until coil is stitched at four points.

TEACHING/LEARNING ACTIVITIES

NOTE: The twine running between the coils is underneath the webbing.

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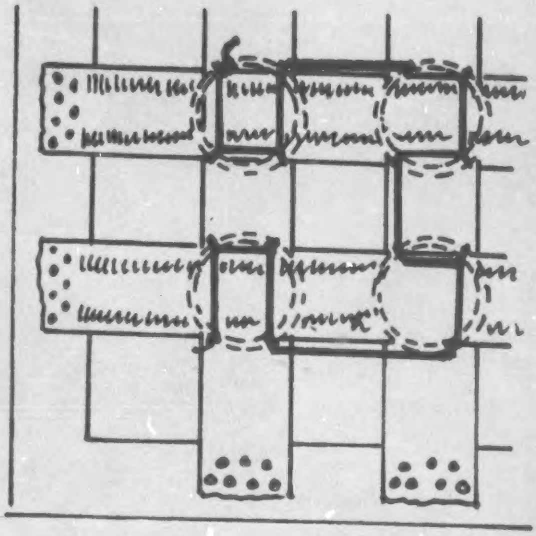


METHOD OF EVALUATION:

1. Choice of needle
2. Proper stitch
3. Sewing technique
4. Proper spacing

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-3-22

JOB: Steel Web a Chair

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Steel Webbing
Chair
Screw Nails

EQUIPMENT: Trestles

TOOLS: Steel Webbing Stretcher
Carpenter Hammer
Hack Saw
Electric Drill

SAFETY PRECAUTIONS:

Watch sharp edges!

COMPETENCE - PROCEDURE/STEPS
The student will be able to:

TEACHING/LEARNING ACTIVITIES

---

1. Position chair on trestles.
2. Measure and mark rails.
3. Secure webbing along back rail.
4. Stretch forward until predrilled hole appears on front rail.
5. Set nail in hole and drive it flush.
6. Remove stretcher and cut webbing.

METHOD OF EVALUATION:

1. Proper spacing
2. Stretched taut
3. Neat appearance
4. No sharp edges

JOB: Tie Main Twines

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Spring Twine
Tacks
Webbed Piece

EQUIPMENT: Trestles

TOOLS: Hammer
Shears

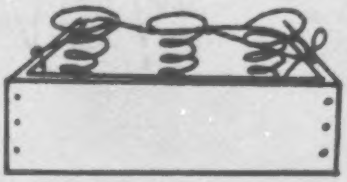
JOB SHEET IDENTIFICATION CODE

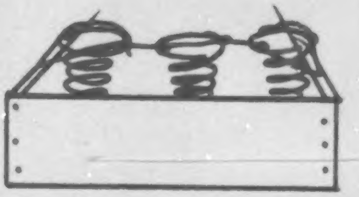
JOB NUMBER: J-3-23

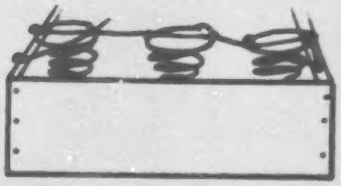
SAFETY PRECAUTIONS:

1. Use caution when cutting twines.
2. Handle springs carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Bend top coil of front row of springs.	
2. Slip-tack two #12 oz. tacks on top of front and back rails, centered on springs.	
3. Fasten twine to rear of frame.	
4. Knot long twine to the tops of each coil.	NOTE: Omit knot on the outer coils of the springs at the rear and at the front.
5. Pull the springs to desired height.	
6. Knot the return twine to the outer coil of the front spring.	







METHOD OF EVALUATION:

1. Springs level
2. Front edge plumb
3. Straight edge
4. Proper height

JOB: Tie Lateral Twines

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Spring Twine
Tacks
Chair

EQUIPMENT: Trestles

TOOLS: Tack Hammer
Shears

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-3-24

SAFETY PRECAUTIONS:

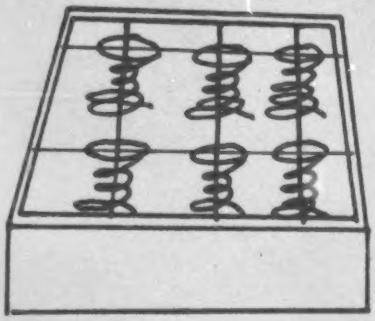
1. Cut twines carefully.
2. Handle springs with caution.

COMPETENCE - PROCEDURE/STEPS
The student will be able to:

TEACHING/LEARNING ACTIVITIES

1. Set piece on trestles.
2. Cut twines to length.
3. Place a 12 oz. tack along each spring.
4. Wrap the twine around the tack and drive it home.
5. Bring twine to first spring, push slightly and knot.
6. Continue to knot outer edge of each spring.
7. Draw end of twine taut, loop it around slip tack and drive it home.
8. Repeat until all rows are tied.

NOTE: Tacks should be in line with each row of springs.



METHOD OF EVALUATION:

1. Seat level
2. Twines taut
3. Twines secured properly
4. Neat job

JOB: Tie Diagonal Twines

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Spring Twine
Tacks
Webbed Chair

EQUIPMENT: Trestles

TOOLS: Tack Hammer
Shears

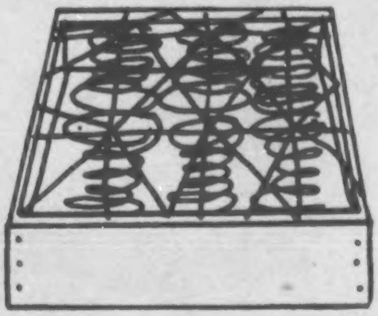
JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-3-25

SAFETY PRECAUTIONS:

1. Use shears carefully
2. Beware of sharp edges on springs.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Set piece on trestles.	
2. Cut twines to length.	
3. Place a 12 oz. tack on side rails.	NOTE: Tacks should be placed opposite the center of the spring. Diagonal ties are secured in both directions.
4. Wrap the twine around the tack and drive it home.	
5. Lock knot at third coil.	
6. Continue to top coil and lock knot.	
7. Knot each coil in row.	
8. Secure end of twine to tack at side rail.	



METHOD OF EVALUATION:

1. Twines in alignment
2. Stretched taut
3. Tying technique
4. Neat appearance

JOB: Shape Edge Wire

UNIT III: Construction and Build-Up

COURSE: Upholstery

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-3-26

MATERIAL:
Spring Wire
Prepared Piece
Wood Block
1/2" Pipe

EQUIPMENT: Work Bench

TOOLS:
Hammer
Pliers
Hack Saw

SAFETY PRECAUTIONS:

Guard against sharp edges on wire.

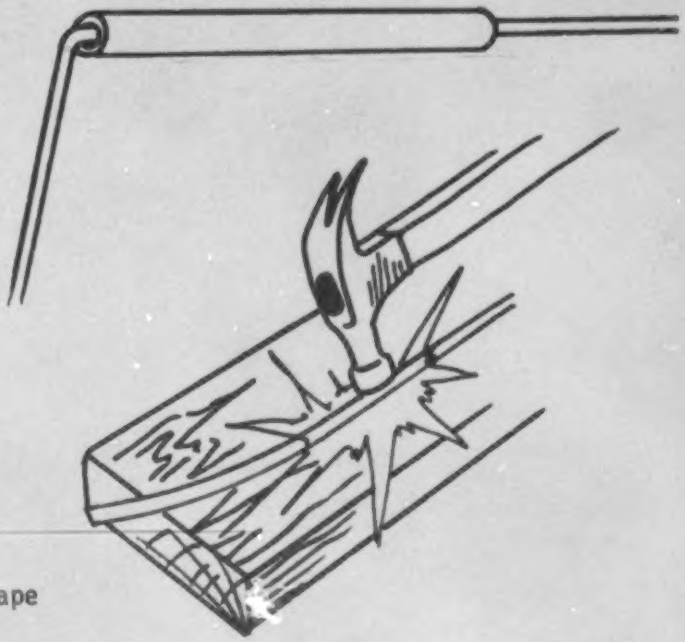
COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES

BEND TO A SHARP CORNER:

1. Measure wire for length.
2. Cut wire to size.
3. Mark where bend is needed.
4. Run wire through pipe.
5. Bend wire at mark with pliers.

BEND TO CURVE:

1. Measure for length.
2. Cut wire to size.
3. Lay wire on block of wood.
4. Tap with hammer until desired shape is formed.



METHOD OF EVALUATION:

1. Desired shape
2. Square corners
3. Proper length

JOB: Secure Edge Wire with Clips

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Spring Clips
Prepared Piece

EQUIPMENT: Trestles

TOOLS: Spring Clip Pliers

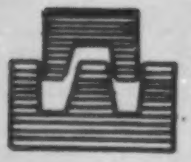
SAFETY PRECAUTIONS:

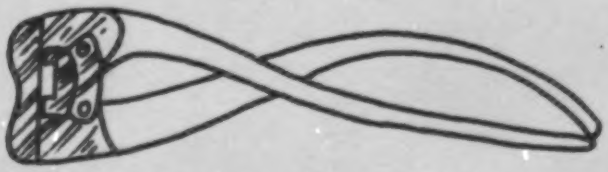
Be careful when setting clips in pliers.

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-3-27

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Place preshaped wire on springs.	
2. Open pliers and insert clips.	NOTE: Always use the long side of the clip on the wire.
3. Secure edge wire to springs at points of contact.	





METHOD OF EVALUATION:

1. Clips level
2. Clips installed properly
3. Contacts secured

JOB: Secure Edge Wire with Twine

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-3-28

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Twine
Prepared Piece

EQUIPMENT: Trestles

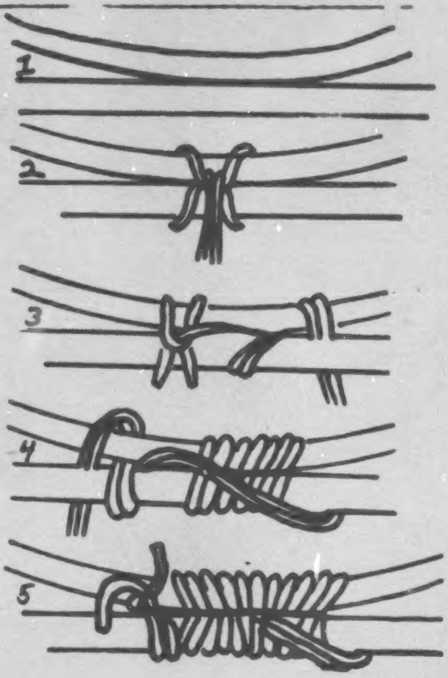
TOOLS: Shears

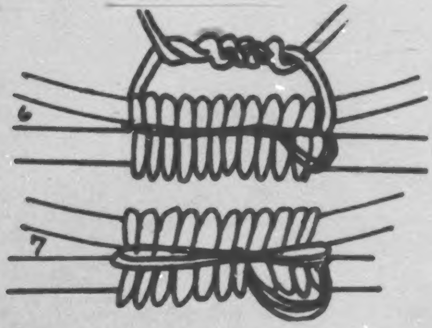
SAFETY PRECAUTIONS:

Use shears carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES

1. Place preshaped edge wire onto springs.
2. Secure twine between spring and edge wire.
3. Interlace twine around edge wire.
4. Pull tight.
5. Pull twine across interlacing and interlace.
6. Twist one end of twine around the other in opposite directions.
7. Pull wrap-arounds tight and knot.





METHOD OF EVALUATION:

1. Knots secure
2. Neat appearance
3. Tying technique

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-3-29

JOB:	Secure Fox Edge
UNIT III:	Construction and Build-Up
COURSE:	Upholstery
MATERIAL:	Fox Edging Twine Prepared Piece
EQUIPMENT:	Trestles
TOOLS:	Shears Curved Needle

SAFETY PRECAUTIONS:

Use needle carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Measure for length.	NOTE: Keep roll flush with outer edge.
2. Cut to size.	
3. Secure along back side.	
4. Make a loop knot around the edging and fasten it with a lock knot.	
5. Make ensuing stitches 1 1/2" apart.	
6. Draw thread tight and repeat across the spring.	NOTE: Be sure stitches are tight and close to the edge wire so the fox edging will not work down off the wire.

METHOD OF EVALUATION:

1. Edge firm
2. Positioned properly

JOB: Build a Plain Hard Edge

UNIT III: Construction and Build-Up

COURSE: Upholstery

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-3-30

MATERIAL:
- Burlap
- Tacks
- Prepared Seat
- Twine

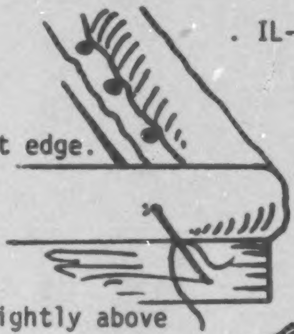
EQUIPMENT: Trestles

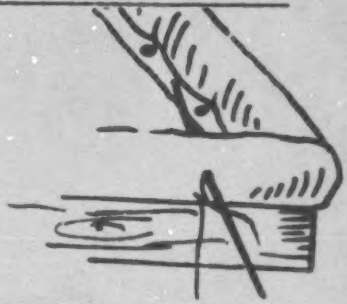
TOOLS:
- Tack Hammer
- Shears
- Straight Needle Double Point

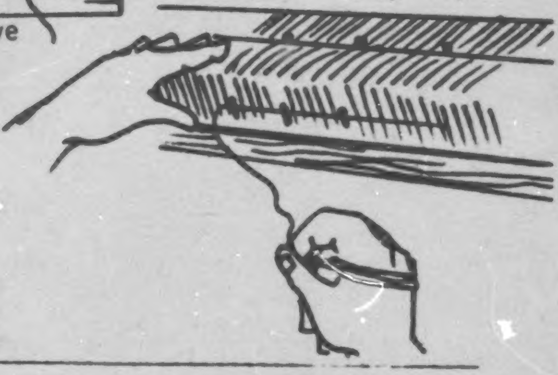
SAFETY PRECAUTIONS:

Handle needle carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Cut burlap strips.	. IL-3-5
2. Tack on edge of frame.	
3. Attach tacking tape along front edge.	
4. Insert filling.	
5. Shape roll and tack burlap.	
6. Jab needle through the roll slightly above the frame.	
7. Jab through from the back, loop twine and tie first stitch.	
8. Move needle to the left and repeat stitch.	
9. Tie off at end and lock.	

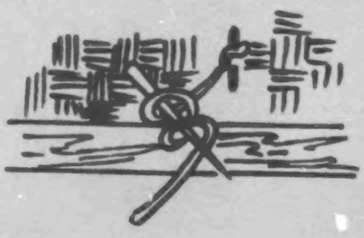






METHOD OF EVALUATION:

1. Roll shaped properly
2. Stitching technique
3. Neat appearance



JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-3-31

JOB: Build a Modern Arm

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Burlap
Prepared Arm
Tacks
Fiber
Cotton

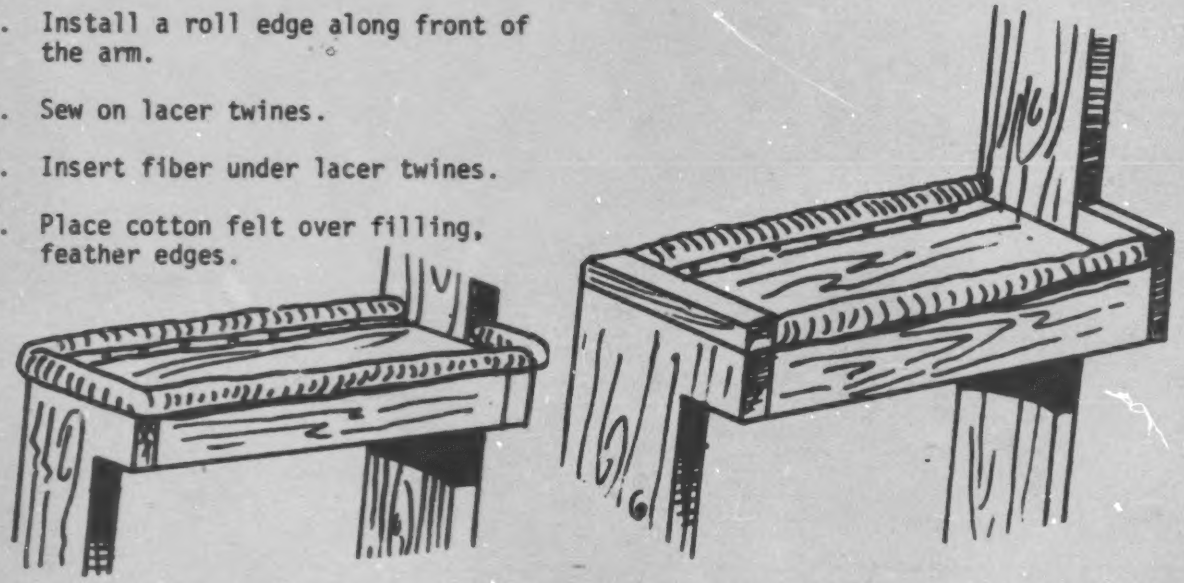
EQUIPMENT: Trestles

TOOLS: Tack Hammer
Shears
Measuring Tape
Regulator

SAFETY PRECAUTIONS:

Regulate with caution.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Burlap opening.	
2. Install a roll edge along front of the arm.	
3. Sew on lacer twines.	
4. Insert fiber under lacer twines.	
5. Place cotton felt over filling, feather edges.	



METHOD OF EVALUATION:

1. Filling smooth
2. Edges rolled
3. Neat appearance

JOB: Set Straight-Arm Muslin Casing

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-3-32

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Muslin
Tacks
Prepared Arm

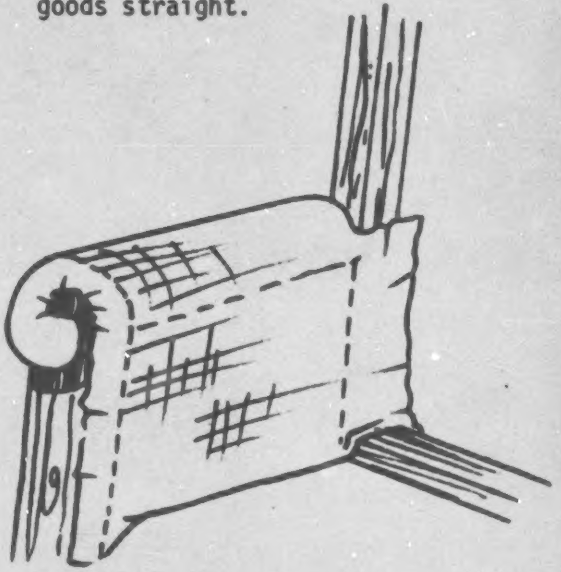
EQUIPMENT: Trestles

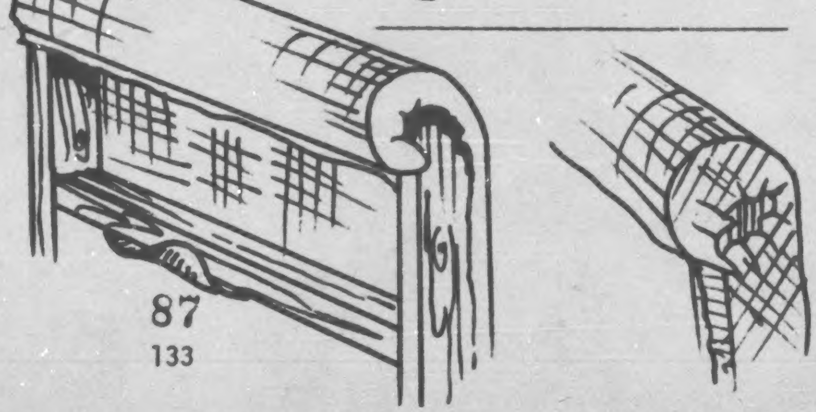
TOOLS: Upholstery Hammer
Shears

SAFETY PRECAUTIONS:

Use shears carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Center casing over stuffing.	NOTE: While drawing muslin fairly tight always keep the goods straight.
2. Pull bottom edge under liner.	
3. Draw front edge of casing snug to the post.	
4. Tighten casing fairly snug toward the back.	
5. Tack on inner side of back post.	
6. Draw around front edge of arm and tack.	
7. Draw and tack muslin along bottom of arm.	





METHOD OF EVALUATION:

1. Muslin taut
2. Smooth finish
3. Fabric straight

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-3-33

JOB: Stuff an Open Wing

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL:
Tacks
Stitching Twine
Stuffing
Prepared Piece

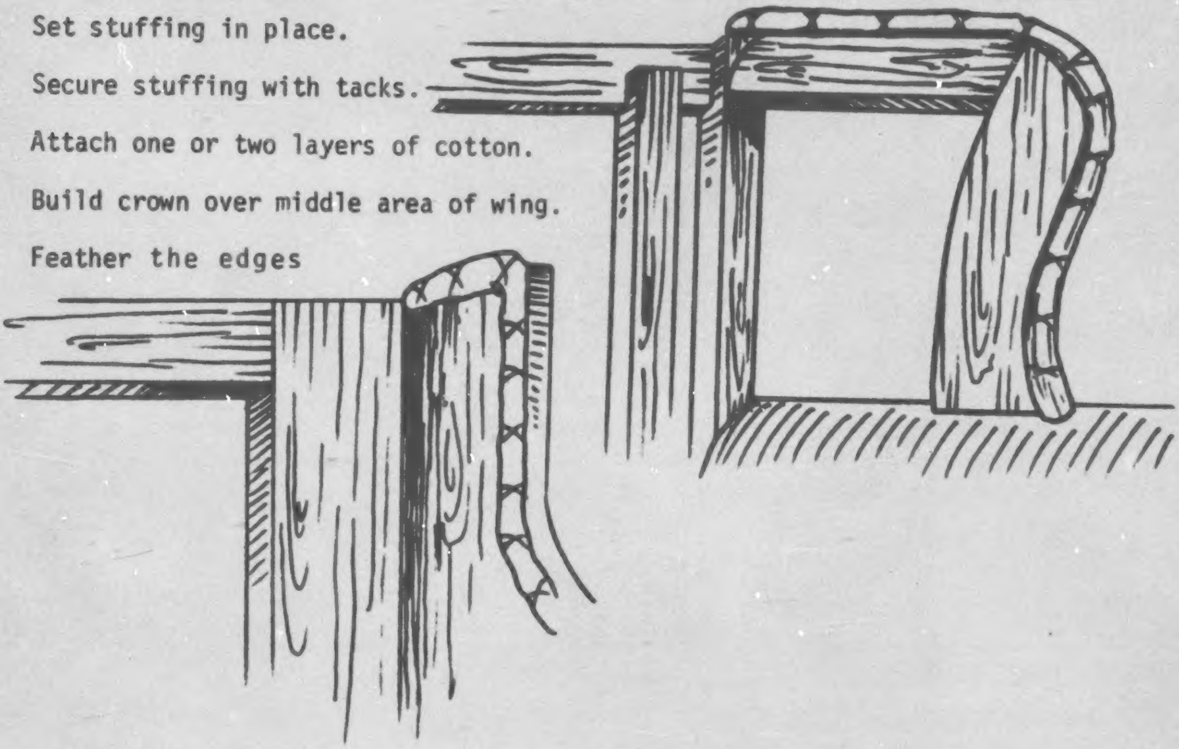
EQUIPMENT: Trestles

TOOLS:
Upholsterer's Hammer
Shears
Straight Needle

SAFETY PRECAUTIONS:

Use needle with caution.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Set stuffing in place.	
2. Secure stuffing with tacks.	
3. Attach one or two layers of cotton.	
4. Build crown over middle area of wing.	
5. Feather the edges	



METHOD OF EVALUATION:

1. Proper shape
2. Smooth lines
3. Neat appearance

JOB: Set Wing Casing

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Tacks
Muslin
Prepared Wing

EQUIPMENT: Trestles

TOOLS: Upholsterer's Tack Hammer
Shears

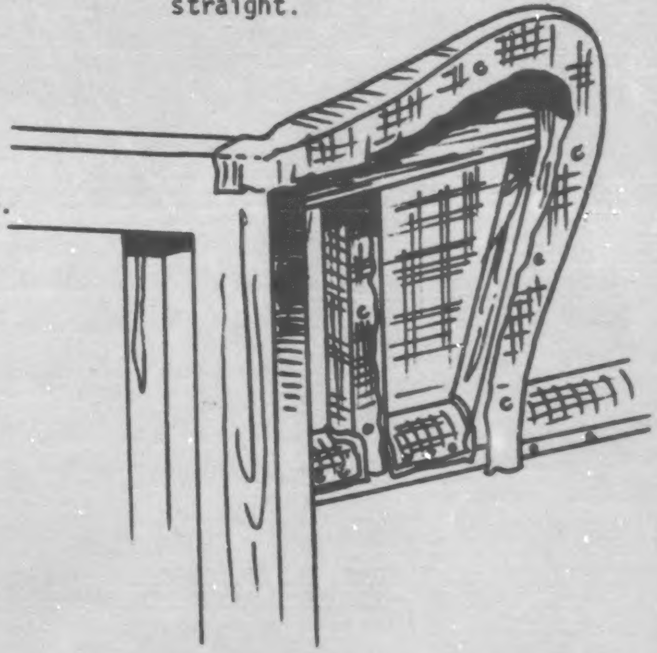
SAFETY PRECAUTIONS:

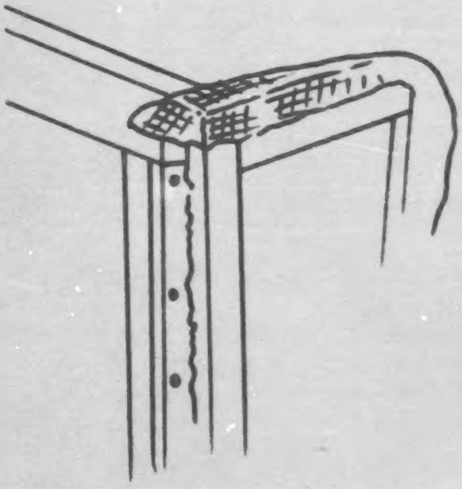
Use shears carefully.

JOB SHEET IDENTIFICATION CODE

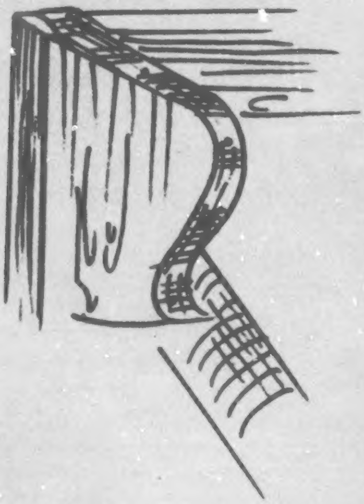
JOB NUMBER: J-3-34

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Center casing over stuffing.	
2. Draw back edge through wing cavity.	
3. Pull back edge of casing snug to the first point of finishing at the back.	NOTE: Keep grain of fabric straight.
4. Draw front edge of casing snug straight to front.	
5. Draw casing moderately tight from middle of wing to center of bottom.	





6. Reverse procedure #5, tack to top of wing.



METHOD OF EVALUATION:

1. Muslin straight
2. Smooth finish
3. Tacks driven home
4. Tacking procedure

JOB: Web a Pad Inside Back

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Webbing
Tacks
Prepared Piece

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-3-35

EQUIPMENT: Trestles

TOOLS: Upholsterer's Tack Hammer
Shears
Webbing Stretcher

SAFETY PRECAUTIONS:

1. Use shears carefully.
2. Keep stretcher firm.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Measure and mark back of webbing frame.	
2. Secure first strand of webbing to front of bottom back rail.	
3. Stretch to top and tack.	
4. Secure and stretch remaining strands.	
5. Secure horizontal strands.	
6. Weave and stretch taut.	
7. Cut off, turn up ends and tack.	

METHOD OF EVALUATION:

1. Spaced properly
2. Neat weave
3. Tacks staggered
4. Stretched taut

JOB: Web a Spring Inside Back

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Webbing
Prepared Back
Tacks

EQUIPMENT: Trestles

TOOLS: Shears
Tack Hammer

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-3-36

SAFETY PRECAUTIONS:

Use shears carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Space and mark outside back.	NOTE: Webbing stretcher is not needed when installing back webbing. Back webbing is installed on outside of frame.
2. Tack vertical webbing.	
3. Tack horizontal webbing to slats.	
4. Weave pad.	
5. Stretch taut and tack.	

METHOD OF EVALUATION:

1. Webbing spaced properly
2. Mat woven properly
3. Tacks staggered
4. Webbing taut

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-3-37

JOB: Set and Secure Back Springs

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Springs
Stitching Twine
Prepared Chair

EQUIPMENT: Trestles

TOOLS: Double Point Straight Needle

SAFETY PRECAUTIONS:

Use needle with extreme caution.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Set springs into position.	
2. Stitch springs to webbing.	NOTE: Return twine is not needed for inside back springing.
3. Place tacks along bottom liner.	
4. Tie center row of springs, bottom liner to top rail.	
5. Set tacks along back rails.	
6. Tie bottom row of springs.	
7. Proceed tying all rows finishing at top.	

METHOD OF EVALUATION:

1. Proper shape
2. Twine taut
3. Tacks flush
4. Neat appearance

JOB: Tie Springs in Barrel Back

UNIT III: Construction and Build-Up

COURSE: Upholstery

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-3-38

MATERIAL:
- Tacks
- Stitching Twine
- Loose Stuffing
- Back Spring Twine
- Burlap
- Barrel Back

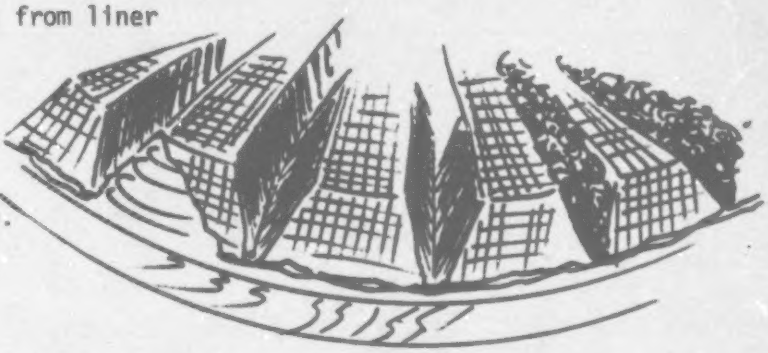
EQUIPMENT: Trestles

TOOLS:
- Upholsterer's Hammer
- Shears
- Large Curved Needle
- Tape Measure

SAFETY PRECAUTIONS:

1. Use shears carefully.
2. Stitch with caution.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Set springs in place.	NOTE: Springs in barrel backs are usually tied in vertical rows only.
2. Place tacks along bottom rail.	
3. Tie springs bottom to top.	
4. Tie outer sides of top coils from liner to top rail.	
5. Cut burlap.	
6. Tack along bottom rail.	
7. Push burlap loosely in place.	
8. Draw through fairly taut.	
9. Tack burlap to top liner.	



METHOD OF EVALUATION:

1. Desired shape
2. Tying technique

JOB: Burlap the Inside Back

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Tacks
Stitching Twine
Burlap
Prepared Back

EQUIPMENT: Trestles

TOOLS: Upholsterer's Hammer
Shears
Curved Needle
Tape Measure

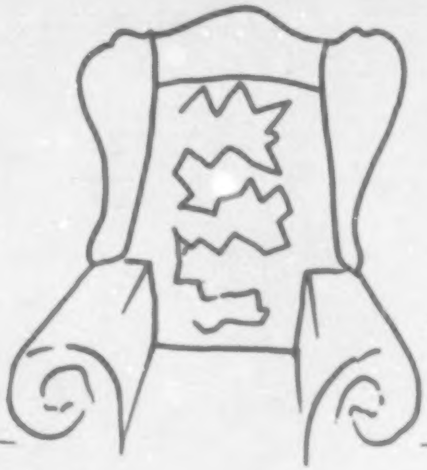
JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-3-39

SAFETY PRECAUTIONS:

Use shears and curved needle carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Cut burlap to size.	NOTE: Stretch burlap taut so as not to compress the springs on a spring back.
2. Tack burlap to liner.	
3. Stretch and tack to top rail.	
4. Tack along back posts or slats.	
5. Trim burlap, tack edges.	



METHOD OF EVALUATION:

1. Proper shape
2. Burlap taut
3. Edges neat

JOB: Understuff an Inside Back

UNIT III: Construction and Build-Up

COURSE: Upholstery

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-3-40

MATERIAL:
Tacks
Stuffing
Stitching Twine
Burlap
Prepared Back

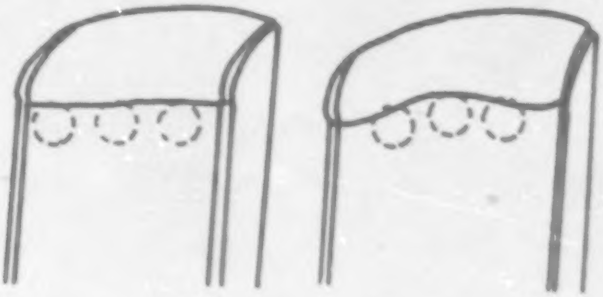
EQUIPMENT: Trestles

TOOLS:
Upholsterer's Hammer
Shears
Large Curved Needle
Regulator
Skewers
Tape Measure

SAFETY PRECAUTIONS:

1. Regulate carefully.
2. Use hand tools properly.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Measure and cut burlap to size.	NOTE: When cutting burlap make allowance for filling mat.
2. Tack burlap in place.	
3. Sew burlap along springs.	
4. Secure filling.	
5. Shape and tack burlap along top rail.	



METHOD OF EVALUATION:

1. Proper shape
2. Positioned properly
3. Proper procedure

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JOB: Encase an Inside Back in Muslin

UNIT III: Construction and Build-Up

COURSE: Upholstery

MATERIAL: Muslin
Tacks
Prepared Back

EQUIPMENT: Trestles

TOOLS: Upholsterer's Hammer
Shears

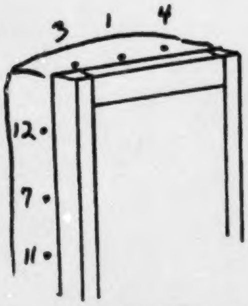
SAFETY PRECAUTIONS:

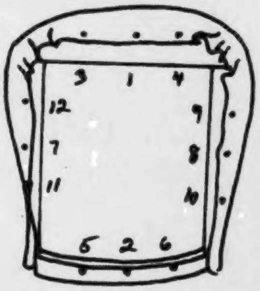
Handle shears carefully.

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-3-41

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Measure and cut muslin to size.	NOTE: Fabric must be stretched in straight lines.
2. Pin tack at center of top.	
3. Stretch and tack muslin at bottom.	
4. Pin tack muslin horizontally.	
5. Remove pin tacks and permanent tack across top.	
6. Permanent tack along bottom liner.	
7. Remove pin tacks and stretch horizontally.	





METHOD OF EVALUATION:

1. Proper shape
2. Free of depressions
3. Smooth finish
4. Neat appearance

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-4-1

JOB: Make Master Plan

UNIT IV: Inner Construction

COURSE: Upholstery

MATERIAL: Chair Frame
Wing

EQUIPMENT: Cutting Table

TOOLS: Measuring Tape

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. List parts of chair.	NOTE: When listing measurements list width before height.
2. Measure seat.	
3. Measure cushion.	. IL-4-1
4. Measure inside arms.	
5. Measure inside back.	
6. Measure inside wings.	
7. Measure outside arms.	
8. Measure outside wings.	
9. Measure outside back	
10. Fit chair parts into diagram and identify.	

METHOD OF EVALUATION:

1. Measuring sequence
2. Proper identification
3. Minimum waste

JOB: Measure and Mark Channel Back

UNIT IV: Inner Construction

COURSE: Upholstery

MATERIAL: Fabric
Chalk

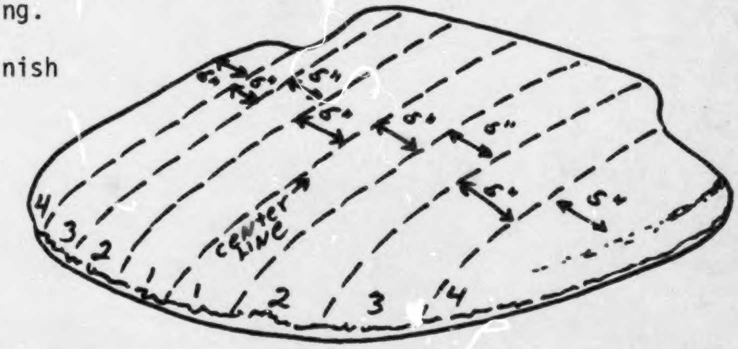
EQUIPMENT: Cutting Table

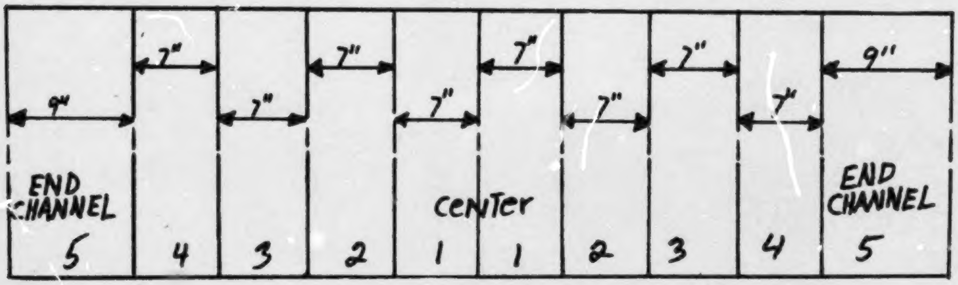
TOOLS: Measuring Stick

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-4-2

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Measure width of back.	NOTE: Allow seam allowances when measuring finish fabrics.
2. Divide width of back into even number parts.	
3. Mark in desired width on backing.	. IL-4-2
4. Measure width and height of finish fabric.	
5. Cut, finish to size and shape.	


5"
5"
5"
5"
5"
5"
5"
5"
center line
4
3
2
1
1
2
3
4


9"
7"
7"
7"
7"
7"
7"
7"
7"
9"
END CHANNEL
CENTER
END CHANNEL
5
4
3
2
1
1
2
3
4
5

METHOD OF EVALUATION:

1. Proper division
2. Nap and pattern laid out properly

JOB: Sew Channel Back
UNIT IV: Inner Construction
COURSE: Upholstery
MATERIAL: Prepared Fabric
EQUIPMENT: Power Sewing Machine
TOOLS: Shears

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-4-3

SAFETY PRECAUTIONS:

Observe safety rules while operating power machine.

COMPETENCE - PROCEDURE/STEPS The student will be able tO:	TEACHING/LEARNING ACTIVITIES
1. Lay out channels in proper sequence.	NOTE: Maintain half inch seam when sewing.
2. Sew end channel to backing.	
3. Continue sewing channels to backing right to left.	
4. French seam stretcher across bottom.	

METHOD OF EVALUATION:

1. Adequate seams
2. Proper stitch

JOB: Fill Channels

UNIT IV: Inner Construction

COURSE: Upholstery

MATERIAL: Cotton
Fiber
Prepared Back

EQUIPMENT: Work Bench

TOOLS: Pipe Tins

SAFETY PRECAUTIONS:

Watch sharp edges on tins.

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-4-4

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Cut cotton to size.	. SC-4-1
2. Set fiber in tins and roll.	NOTE: Tin must conform to channel size.
3. Place rolled filling into tins.	
4. Insert tins into prepared channel.	NOTE: Fill channels firm.
5. Remove tins leaving filling inside channel.	

METHOD OF EVALUATION:

1. Filling smooth
2. Channels filled firm but not hard
3. Neat appearance

JOB: Upholster Channel Back

UNIT IV: Inner Construction

MATERIAL: Prepared Channels
Tacks

EQUIPMENT: Trestles

TOOLS: Shears
Tack Hammer
Stuffing Iron
Regulator

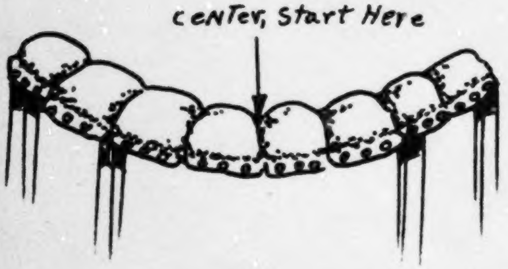
JOB SHEET
IDENTIFICATION CODE

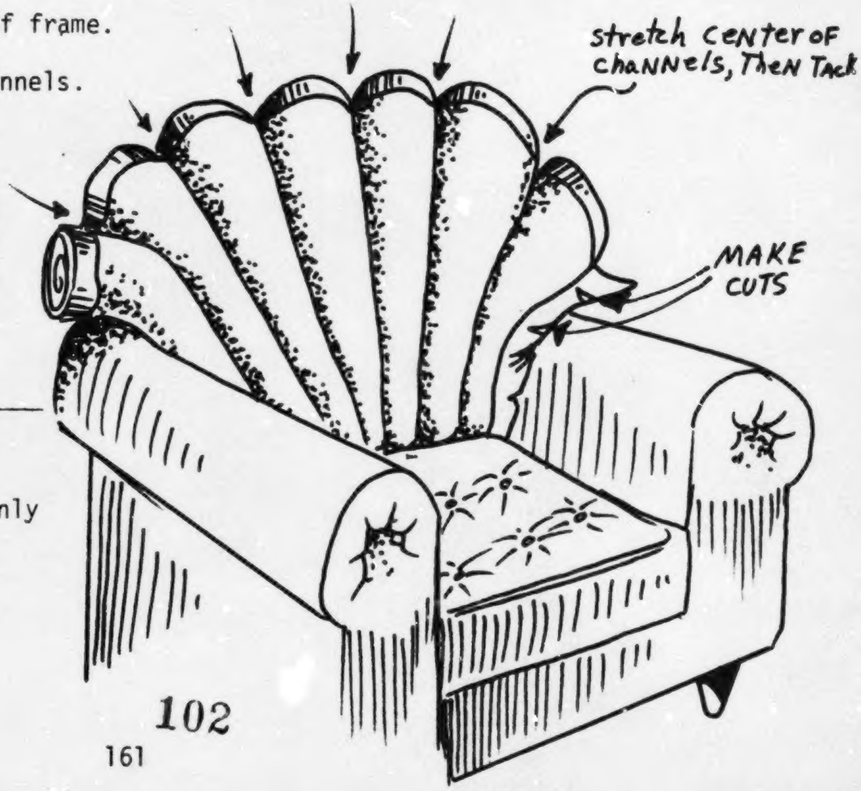
JOB NUMBER: J-4-5

SAFETY PRECAUTIONS:

Handle stuffing iron and regulator with extreme caution.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Position channel back on chair.	NOTE: When finishing off tops, start at center and work toward sides.
2. Space channels and pin tack at seams on bottom.	. SC-4-2
3. Stretch along seams and tack to top of back.	
4. Attach backing to top of frame.	
5. Shape and close off channels.	




stretch center of channels, Then Tack
MAKE CUTS

METHOD OF EVALUATION:

1. Channels spaced evenly
2. Tops shaped
3. Filling firm

JOB: Measure Attached Pillow

UNIT IV: Inner Construction

COURSE: Upholstery

MATERIAL: Fabric
Prepared Piece

EQUIPMENT: Trestles

TOOLS: Measuring Tape
Yardstick

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-4-6

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Measure back width.	NOTE: Make adequate seam allowance.
2. Measure back height.	. IL-4-3
3. Measure width and length of boxing.	
4. Measure fabric for welts.	
5. Measure top flaps.	
6. Measure side flaps.	

METHOD OF EVALUATION:

1. Exact measurements
2. Parts identified

JOB: Sew An Attached Pillow Back

UNIT IV: Inner Construction

COURSE: Upholstery

MATERIAL: Marked Fabric

EQUIPMENT: Power Sewing Machine

TOOLS: Shears

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-4-7

SAFETY PRECAUTIONS:

1. Observe safety while using power sewing machine.
2. Use shears carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Set pieces at machine.	. IL-4-4
2. Sew back flaps to liner.	
3. Attach stretchers to flaps.	
4. Attach welts to liner.	
5. Attach welts to back front.	
6. Sew boxing to back front.	
7. Sew boxing to back liner.	
8. Attach stretcher across bottom.	

METHOD OF EVALUATION:

1. Half inch seams
2. Pattern and nap proper

JOB: Fill an Attached Spring Filled Pillow Back

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-4-8

UNIT IV: Inner Construction

COURSE: Upholstery

MATERIAL: Prepared Back Casing

EQUIPMENT: Cushion Filler

TOOLS: Stuffing Iron
Regulator

SAFETY PRECAUTIONS:

Regulate very carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Measure casing.	. SC-4-2, SC-4-3
2. Set spring unit in filling machine.	. IL-4-2
3. Wrap cotton felt around spring unit.	NOTE: Unit used should be 2" smaller in width and depth than casing.
4. Close machine.	
5. Run filling into prepared casing.	

METHOD OF EVALUATION:

1. Corners filled
2. Centers crowned
3. Filling smooth

JOB: Fill a Dacron and Rubber Pillow Back

UNIT IV: Inner Construction

COURSE: Upholstery

MATERIAL: Prepared Back Casing

EQUIPMENT: Cushion Filler

TOOLS: Regulator
Stuffing Iron

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-4-9

SAFETY PRECAUTIONS:

1. Use stuffing iron properly.
2. Regulate carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Measure back casing.	NOTE: Rubber should be cut 1" larger in width and depth than casing.
2. Cut rubber to size.	
3. Set rubber unit into cushion filling machine.	. SC-4-2, SC-4-3
4. Wrap dacron around rubber.	
5. Close machine.	
6. Run filling into prepared casing.	

METHOD OF EVALUATION:

1. Corners filled
2. Filling smooth

JOB SHEET
IDENTIFICATION CODE

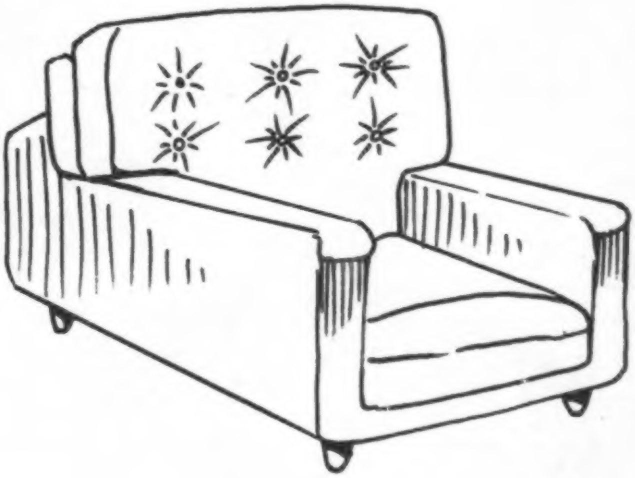
JOB NUMBER: J-4-10

JOB:	Upholster a Pillow Back
UNIT IV:	Inner Construction
COURSE:	Upholstery
MATERIAL:	Prepared Back Chair Tacks
EQUIPMENT:	Trestles
TOOLS:	Upholsterer's Hammer Shears Measuring Stick

SAFETY PRECAUTIONS:

Use shears carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Mark center of back.	NOTE: Smooth filling on top rail. Stretch from center to sides.
2. Notch center of back pillow.	
3. Pin tack at top rail.	
4. Secure bottom stretcher.	
5. Remove pin tacks.	
6. Pad top rail.	
7. Permanent tack on top rail.	
8. Cut stretchers and permanent tack.	



METHOD OF EVALUATION:

1. Pillow centered
2. Top band smooth
3. Neat appearance
4. Tacking sequence

JOB: Measure and Mark Seat Cushion

UNIT IV: Inner Construction

COURSE: Upholstery

MATERIAL: Chair
Fabric

EQUIPMENT: Trestles

TOOLS: Chalk
Measuring Tape

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-4-11

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Position piece on trestles.	. IL-4-5
2. Measure seat opening.	
3. Mark along both sides.	
4. Mark back of cushion.	
5. Identify and mark.	

METHOD OF EVALUATION:

Identified properly

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-4-12

JOB: Cut a Cushion

UNIT IV: Inner Construction

COURSE: Upholstery

MATERIAL: Cushion Fabric

EQUIPMENT: Cutting Table

TOOLS: Shears

SAFETY PRECAUTIONS:

Use shears carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Cut top cushion panel.	NOTE: Make sure nap and pattern are considered when laying out fabric.
2. Lay top panel back to back with bottom fabric.	. IL-4-3
3. Cut bottom panel.	
4. Cut side boxing.	
5. Cut fabric for welt.	

METHOD OF EVALUATION:

1. Panels exact size
2. Boxing cut straight
3. Welts cut straight

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-4-13

JOB: Set a Zipper

UNIT IV: Inner Construction

COURSE: Upholstery

MATERIAL: Zipper
Prepared Boxing

EQUIPMENT: Power Sewing Machine

TOOLS: Shears

SAFETY PRECAUTIONS:

Handle shears with caution.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Measure and cut boxing.	. IL-4-6
2. Cut boxing to width.	
3. Cut boxing to length.	
4. Cut zipper boxing to width.	NOTE: Use flat foot on machine when setting zippers.
5. Cut zipper boxing to length.	
6. Set 1 piece boxing along zipper and sew.	
7. Set second piece of boxing along zipper and sew.	

METHOD OF EVALUATION:

1. Straight seam
2. Fine stitch

JOB: Sew a Reversible Cushion

UNIT IV: Inner Construction

COURSE: Upholstery

MATERIAL: Prepared Fabric

EQUIPMENT: Power Sewing Machine

TOOLS: Shears

SAFETY PRECAUTIONS:

Use shears with caution.

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-4-14

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Sew welting to top panel.	
2. Attach boxing to welt.	
3. Sew welting to bottom panel.	
4. Attach top of cushion to bottom panel.	

METHOD OF EVALUATION:

1. Half inch seams
2. Square corners
3. Straight boxing

JOB: Fill a Spring Filled Cushion

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-4-15

UNIT IV: Inner Construction

COURSE: Upholstery

MATERIAL: Fiber
Cotton Felt
Spring Unit

EQUIPMENT: Cushion Filling Machine

TOOLS: Stuffing Iron
Regulator

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Select proper size unit.	. SC-4-2
2. Set cotton felt in cushion filler.	
3. Place fiber on cotton.	
4. Set unit.	
5. Place fiber on unit.	
6. Cover with cotton.	
7. Close machine.	
8. Run off cushion filling into prepared casing.	

METHOD OF EVALUATION:

1. Front filled
2. Corners square
3. Smooth finish

JOB: Fill a Dacron Wrap Cushion

UNIT IV: Inner Construction

COURSE: Upholstery

MATERIAL: Rubber
Dacron

EQUIPMENT: Cushion Filling Machine

TOOLS: Stuffing Iron
Regulator

SAFETY PRECAUTIONS:

Watch sharp edges of tools.

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-4-16

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Cut rubber to size.	NOTE: Cut rubber one inch larger than casing size.
2. Set dacron into cushion filler.	. SC-4-2 through SC-4-4
3. Place rubber onto dacron.	
4. Wrap dacron over rubber.	
5. Close machine.	
6. Stuff filling into casing.	

METHOD OF EVALUATION:

1. Front firm
2. Corners filled
3. Neat appearance

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-4-17

JOB: Close a Cushion

UNIT IV: Inner Construction

COURSE: Upholstery

MATERIAL: Filled Cushion
Stitching Twine

EQUIPMENT: Work Table

TOOLS: Skewers
Small Curved Needle
Cushion Equalizer

SAFETY PRECAUTIONS:

Pin carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Set equalizer in place.	. SC-4-5
2. Spread until fabric is taut.	
3. Thread needle.	
4. Blind stitch opening.	
5. Knot and cut twine.	

METHOD OF EVALUATION:

1. Wrinkle free
2. Small stitch
3. Stitching technique

JOB: Button Seat Cushion

UNIT IV: Inner Construction

COURSE: Upholstery

MATERIAL: Filled Cushion
Twine

EQUIPMENT: Work Table

TOOLS: Straight Needle
Double Point Needle
Shears

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-4-18

SAFETY PRECAUTIONS:

Use extreme caution when using double pointed needle.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Thread needle with button twine.	
2. Set needle into cushion at predetermined spot.	
3. Pull needle down through cushion.	
4. Place button on one twine.	
5. Draw to desired depth and knot.	
6. Cut off ends of twine.	

METHOD OF EVALUATION:

1. Buttons in set pattern
2. Pulled level
3. Knots secure

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-4-19

JOB: Upholster an Ottoman

UNIT IV: Inner Construction

COURSE: Upholstery

MATERIAL:
Steel Webbed Ottoman from J-3-10
Burlap
Cotton
Tacks
Coil Springs
Stitching Twine
Springing Twine

EQUIPMENT: Work Bench

TOOLS:
Shears
Tack Hammer
Curved Needle
Regulator

SAFETY PRECAUTIONS:

1. Use shears carefully.
2. Handle springs with care.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Secure springs.	NOTE: When cutting cover make 1/2" allowance for seams.
2. Burlap top.	
3. Place filling.	
4. Stitch filling.	
5. Attach cotton filling.	
6. Pin tack cover at corners.	
7. Stretch cover to bottom and permanent tack.	

METHOD OF EVALUATION:

1. Free of draws
2. Adequate filling
3. Neat appearance

JOB: Upholster Head Board
UNIT IV: Inner Construction
COURSE: Upholstery
MATERIAL: Head Board
Frame
Tacks
Cotton
EQUIPMENT: Work Bench
TOOLS: Upholsterer's Hammer
Shears

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-4-20
DRAWING NO: D-4-20

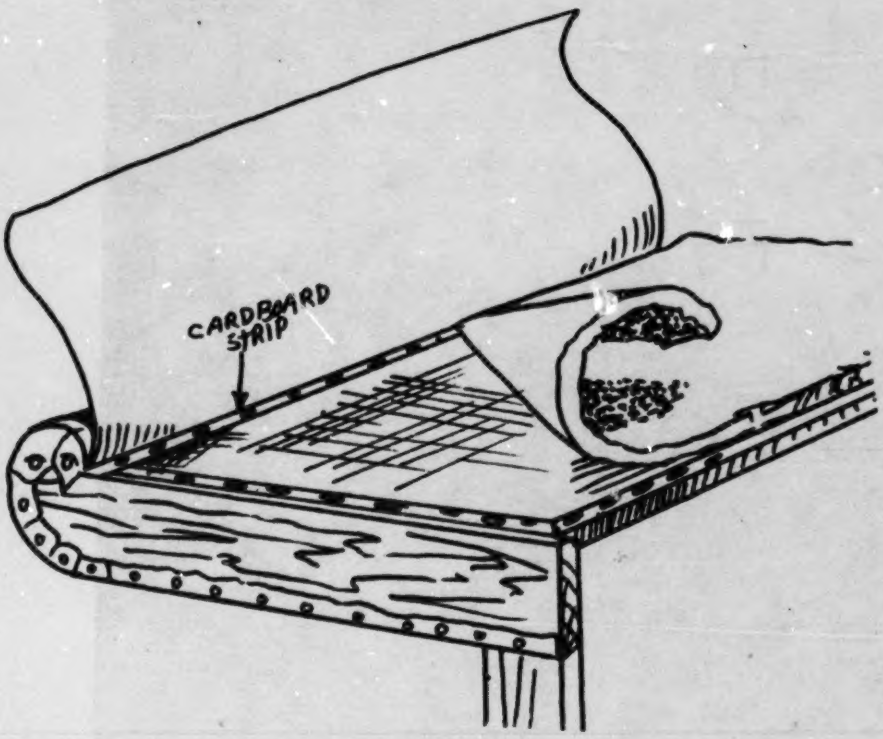
SAFETY PRECAUTIONS:

Handle shears carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Place filling onto frame feathering edges.	
2. Place the covering over filling.	
3. Slip tack the cover, top, bottom and both sides.	
4. Stretch top to bottom and permanent tack.	
5. Stretch to sides, permanent tack.	
6. Pleat top corners.	
7. Attach lining to outside back.	

METHOD OF EVALUATION:

1. Smooth finish
2. Free of draws
3. Neat appearance


CARDBOARD STRIP

HEAD BOARD	
	DRAWING NUMBER D-4-20

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-4-21

JOB: Upholster a Sofa Bed

UNIT IV: Inner Construction

COURSE: Upholstery

MATERIAL: Sofa Bed
Cotton
Tacks

EQUIPMENT: Trestles

TOOLS: Tack Hammer
Shears
Phillips Screwdriver

SAFETY PRECAUTIONS:

Use hand tools carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Attach hinges to seat.	. SC-4-6
2. Attach hinges to back.	
3. Pin tack seat and back stretcher.	
4. Place and secure seat filling.	
5. Pin tack seat.	
6. Place and secure back filling.	
7. Pin tack back.	
8. Remove pin tacks from seat and permanent tack.	
9. Remove pin tacks from back and permanent tack.	

METHOD OF EVALUATION:

1. Hinges level
2. Seat plumb
3. Welts straight

JOB:	Upholster Sofa Bed Arms	JOB SHEET IDENTIFICATION CODE
UNIT IV:	Inner Construction	NOB NUMBER: J-4-22
COURSE:	Upholstery	
MATERIAL:	Sofa Bed Arms Cotton Tacks Bolts	
EQUIPMENT:	Trestles	
TOOLS:	Tack Hammer Shears Open End Wrench	

SAFETY PRECAUTIONS:

1. Use hand tools carefully.
2. Keep fingers free of hinges.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Place and secure filling.	. SC-4-7
2. Pin tack cover.	
3. Remove pin tacks and permanent tack.	
4. Set arms in place.	
5. Secure with bolts.	NOTE: Draw bolts tightly to keep arms plumb.

METHOD OF EVALUATION:

1. Upholstering smooth
2. Fabric taut
3. Arms plumb

JOB: Upholster Recliner

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-4-23

UNIT IV: Inner Construction

COURSE: Upholstery

MATERIAL:
- Recliner
- Cotton
- Tacks
- Screws
- Bolts

EQUIPMENT: Trestles

TOOLS:
- Tack Hammer
- Shears
- Screwdriver
- Open-End Wrench

SAFETY PRECAUTIONS:

Handle hinges carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Place and secure seat filling.	. SC-4-6
2. Pin tack seat.	. SC-4-7
3. Permanent tack seat.	
4. Place and secure back filling.	
5. Pin tack back.	
6. Permanent tack back.	
7. Place and secure filling on foot board.	
8. Upholster foot board.	
9. Attach hinges.	

METHOD OF EVALUATION:

1. Neat appearance
2. Smooth operation

JOB: Upholster Recliner Arms

UNIT IV: Inner Construction

COURSE: Upholstery

MATERIAL: Recliner Arms
Cotton
Tacks
Bolts

EQUIPMENT: Trestles

TOOLS: Shears
Tack Hammer
Screwdriver
Open-End Wrench

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-4-24

SAFETY PRECAUTIONS:

Keep fingers clear of hinges.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Place and secure filling.	. SC-4-6
2. Pin tack inside arm fabric.	. SC-4-7
3. Remove pin tacks and permanent tack.	

METHOD OF EVALUATION:

1. Chair upholstered neatly
2. Chair operates smoothly

JOB: Upholster Converta Bed

UNIT IV: Inner Construction

COURSE: Upholstery

MATERIAL: Converta Bed
Cotton
Tacks
Screws
Bolts

EQUIPMENT: Trestles

TOOLS: Shears
Tack Hammer
Screwdrivers
Open-End Wrench

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-4-25

SAFETY PRECAUTIONS:

Handle mechanism carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Upholster front board.	. SC-4-7
2. Upholster inside arms.	
3. Place and secure inside back filling.	
4. Upholster inside back.	
5. Attach mechanism to inside arms.	
6. Fasten inside back to inside arms.	

METHOD OF EVALUATION:

1. Neat appearance
2. Mechanism operates smoothly

JOB: Upholster Car Door Panels

UNIT IV: Inner Construction

COURSE: Upholstery

MATERIAL: Fabric
Pressed Board
Rivets

TOOLS: Pop Rivet Gun
Shears

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-4-26

SAFETY PRECAUTIONS:

Keep fingers free of rivet gun.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Cut panel to size and shape.	NOTE: Space rivets evenly for best effect.
2. Stretch fabric top to bottom and rivet in place.	. SC-4-8
3. Stretch fabric side to side and rivet.	
4. Trim excess cover.	

METHOD OF EVALUATION:

1. Fabric smooth and free of wrinkles
2. Rivets spaced evenly

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-4-27

JOB: Cut and Sew an Automobile Seat

UNIT IV: Inner Construction

COURSE: Upholstery

MATERIAL: Material
Cording

EQUIPMENT: Power Sewing Machine

TOOLS: Shears
Yardstick
Chalk

SAFETY PRECAUTIONS:

1. Observe safety rules while operating sewing machine.
2. Use shears carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Measure and cut seat top.	
2. Measure and cut seat boxing.	
3. Cut welting to size.	
4. Sew welting to seat top.	
5. Sew boxing to welt.	
6. Attach stretchers.	
7. Insert wires.	

METHOD OF EVALUATION:

1. Seat free of draws
2. Shaped properly
3. Tight stitch

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-4-28

JOB: Upholster an Automobile Seat

UNIT IV: Inner Construction

COURSE: Upholstery

MATERIAL: Prepared Covers from J-4-27
Hog Rings

TOOLS: Hog Ring Pliers

SAFETY PRECAUTIONS:

Keep fingers away from open end of pliers.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Set fabric in place.	. SC-4-9
2. Pull over corners and hog ring to seat bottom.	
3. Pull down seat front and hog ring in place.	
4. Stretch to rear and hog ring stretcher.	

METHOD OF EVALUATION:

1. Welts straight
2. Hog rings spaced and tight
3. Fabric wrinkle free

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-5-1

JOB: Lay Out and Cut Arm Panel

UNIT V: Outside Trim

COURSE: Upholstery

MATERIAL: Paper
Wood

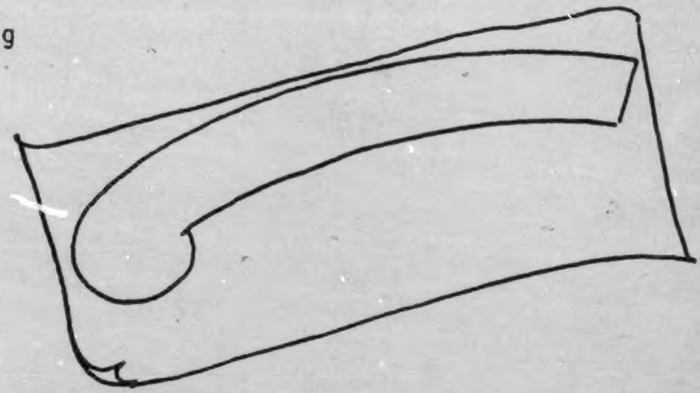
EQUIPMENT: Work Bench

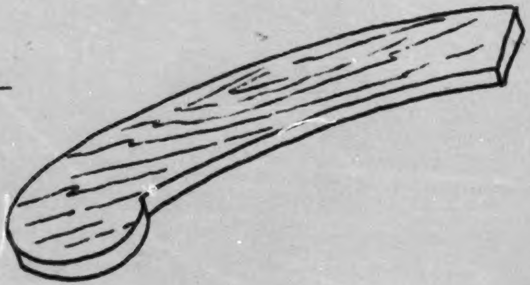
TOOLS: Coping Saw

SAFETY PRECAUTIONS:

Keep free hand clear of blade path.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Lay out paper template.	. SC-5-1
2. Transfer template to wood.	
3. Cut curved panel with coping saw.	





METHOD OF EVALUATION:

1. Proper shape
2. Sawing technique

JOB: Shape Curved Arm Panel

UNIT V: Outside Trim

COURSE: Upholstery

MATERIAL: Prepared Panel from J-5-1

EQUIPMENT: Work Bench

TOOLS: Rasp

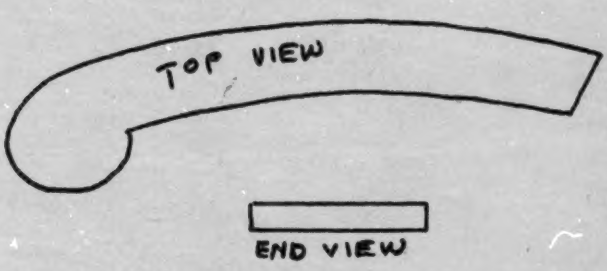
JOB SHEET
IDENTIFICATION CODE

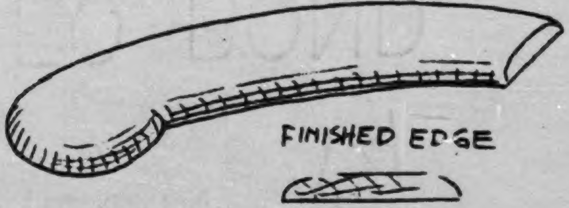
JOB NUMBER: J-5-2

SAFETY PRECAUTIONS:

Hold rasp properly.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Knock off edges with rasp.	. SC-5-1
2. Sand to shape.	. SC-5-2





METHOD OF EVALUATION:

Edges beveled evenly

JOB SHEET
IDENTIFICATION CODE

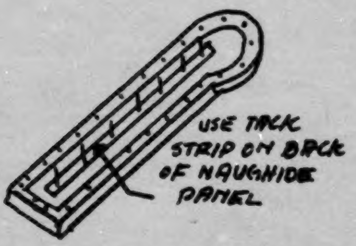
JOB NUMBER: J-5-3

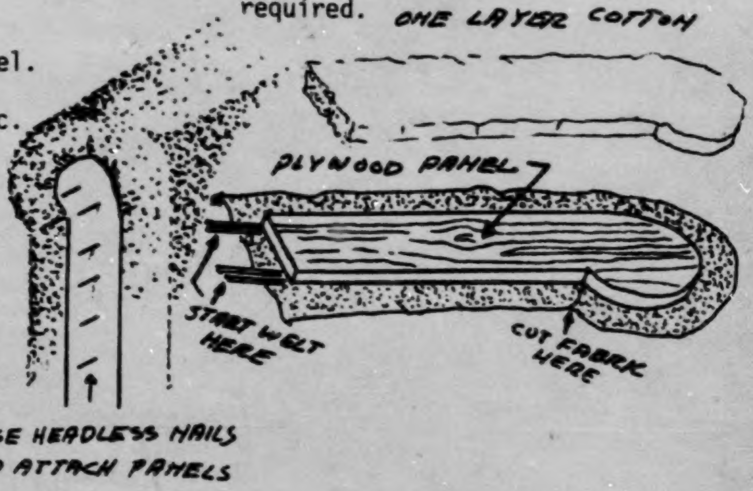
JOB:	Upholster Covered Arm Panel
UNIT V:	Outside Trim
COURSE:	Upholstery
MATERIAL:	Prepared Panel from J-5-2 Fabric Cotton Tacks
EQUIPMENT:	Work Table
TOOLS:	Tack Hammer Shears

SAFETY PRECAUTIONS:

1. Use shears carefully.
2. Drive tacks flush (watch fingers).

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Cut fabric 2 inches larger than finished panel.	NOTE: When panel is used as armtop, thick padding is required.
2. Secure cotton to prepared panel.	
3. Set prepared panel onto fabric.	


USE TACK STRIP ON BACK OF NAUGHIDE PANEL


ONE LAYER COTTON
PLYWOOD PANEL
START WELT HERE
CUT FABRIC HERE
USE HEADLESS NAILS TO ATTACH PANELS

METHOD OF EVALUATION:

1. Neat appearance
2. Proper fit
3. Free of draws

JOB: Attach an Upholstered Curved Panel

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-5-4

UNIT V: Outside Trim

COURSE: Upholstery

MATERIAL: Prepared Panel from J-5-3
Brads

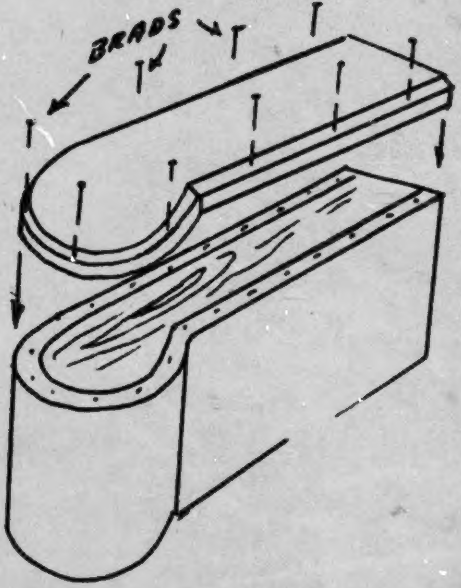
EQUIPMENT: Work Bench

TOOLS: Tack Hammer
Regulator

SAFETY PRECAUTIONS:

Keep free hand away from regulator.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Set panel in place.	. SC-5-3
2. Place brads along beveled edge.	
3. Drive brad flush with fabric.	
4. Lift fabric from under head of brad.	
5. Regulate filling over head of brad.	



METHOD OF EVALUATION:

1. Neat appearance
2. Proper fit
3. Free of brad marks

JOB: Blind Tack Outside Arms on Chair

UNIT V: Outside Trim

COURSE: Upholstery

MATERIAL: Fabric
Chair
Tacking Tape
Tacks

EQUIPMENT: Trestles

TOOLS: Tack Hammer
Shears

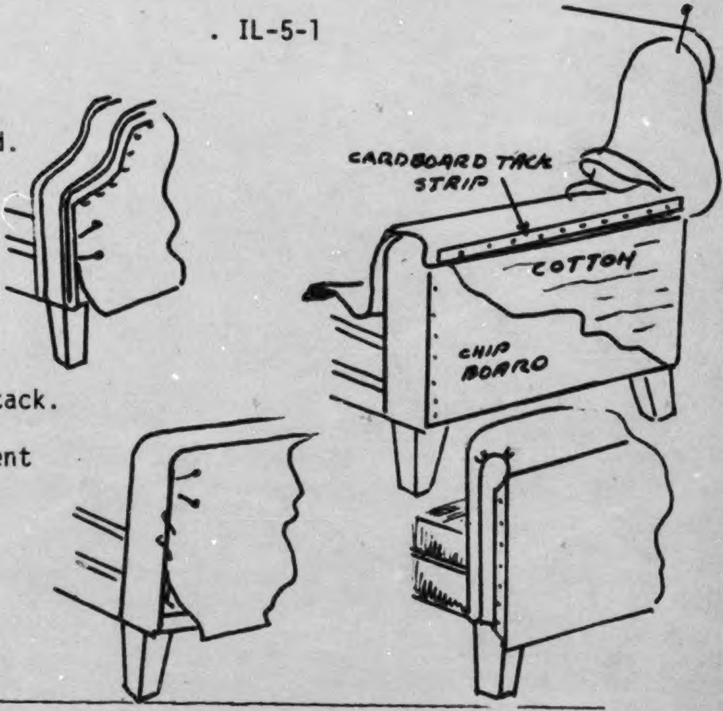
JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-5-5

SAFETY PRECAUTIONS:

1. Secure piece on trestles.
2. Use caution when using shears.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Set chair in proper position.	. IL-5-1
2. Place fabric on opening.	
3. Lift fabric up and fold backward.	
4. Base tack cover.	
5. Secure with tacking tape.	
6. Pull fabric down and tack along bottom.	
7. Stretch to front and permanent tack.	
8. Stretch to rear post and permanent tack.	



METHOD OF EVALUATION:

1. Fabric stretched taut
2. Free of draws
3. Tacks spaced

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-5-6

JOB: Attach Outside Trim on Provincial Chair

UNIT V: Outside Trim

COURSE: Upholstery

MATERIAL: Fabric
Provincial Chair
Burlap
Cotton
Tacks

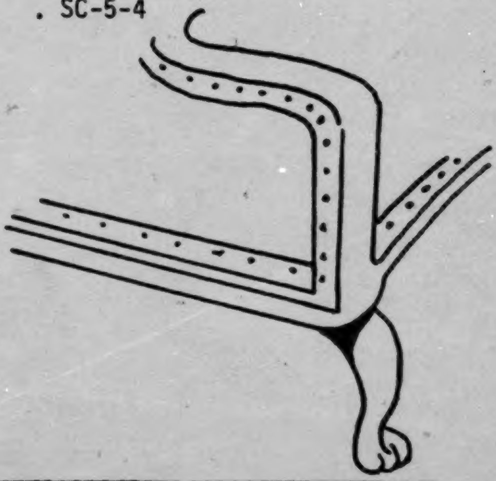
EQUIPMENT: Trestles

TOOLS: Tack Hammer
Shears
Utility Knife

SAFETY PRECAUTIONS:

Keep free hand away from blade.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Burlap openings on outside arms and outside back.	NOTE: Tack carefully to avoid damaging show wood.
2. Secure cotton padding.	. SC-5-4
3. Set cover in place.	
4. Face tack along show wood.	
5. Trim excess fabric along exposed wood.	



METHOD OF EVALUATION:

1. Cover secured smoothly
2. Tacks driven home
3. Frame not damaged
4. Trimmed neatly

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-5-7

JOB: Blind Stitch Outside Wings

UNIT V: Outside Trim

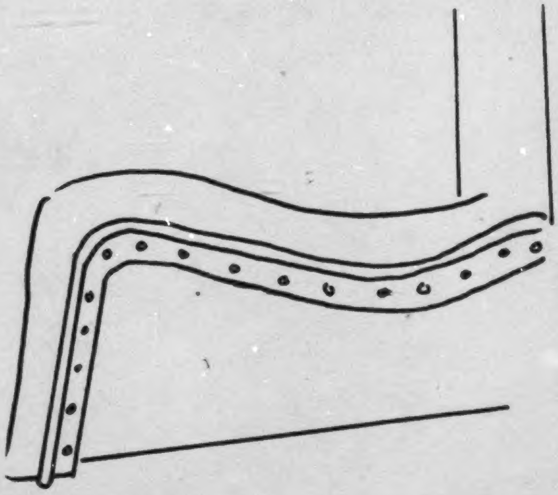
COURSE: Upholstery

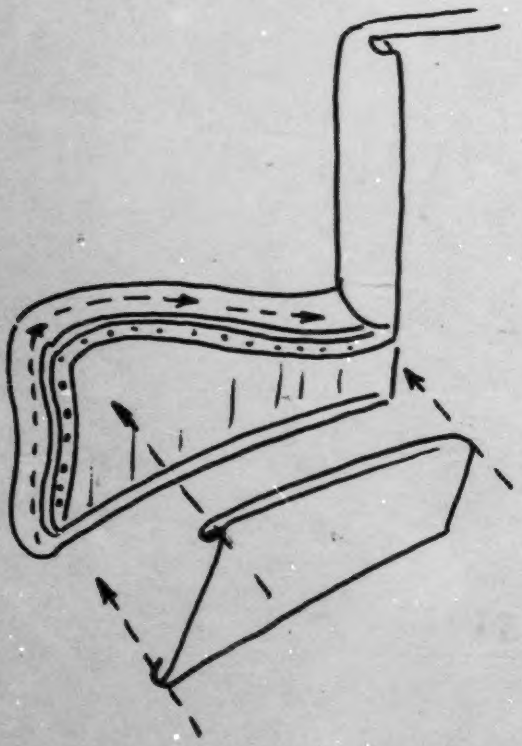
MATERIAL:
Chair
Fabric
Stitching Twine
Tacks
Tacking Tape

EQUIPMENT: Trestles

TOOLS:
Curved Needle
Tack hammer
Shears

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Tack welt around outer edge of wing.	NOTE: Maintain shape and contour of wing when attaching outside trim.
2. Set fabric in place and shape.	
3. Blind tack along straight edge.	
4. Burlap opening.	
5. Place filling over burlap.	

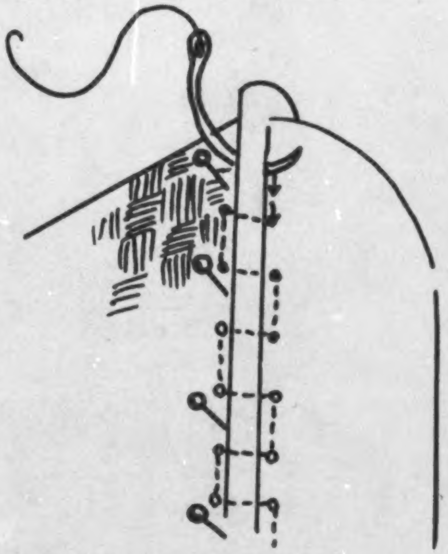


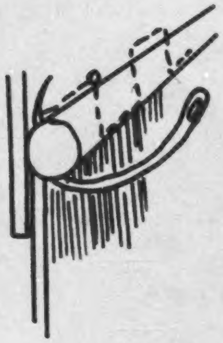


COMPETENCE - PROCEDURE/STEPS | TEACHING/LEARNING ACTIVITIES

6. Blind stitch along curved edge.

7. Secure twine along bottom of wing.





METHOD OF EVALUATION:

1. Neat stitch
2. Welts smooth
3. Proper shape

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-5-8

JOB: Attach Tack Band on Sofa

UNIT V: Outside Trim

COURSE: Upholstery

MATERIAL: Sofa
Sewn Band
Tacking Tape
Tacks

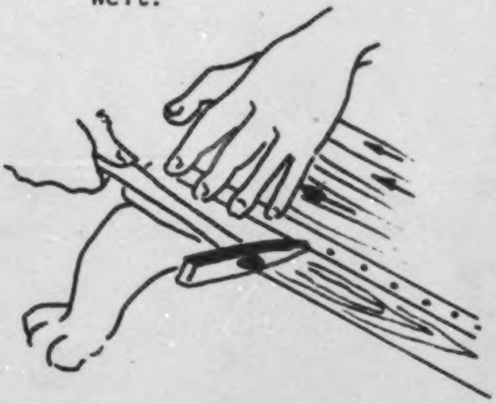
EQUIPMENT: Trestles

TOOLS: Tack Hammer
Shears

SAFETY PRECAUTIONS:

Use shears with caution.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Set band in place.	
2. Stretch and secure.	NOTE: When stretching start at center to avoid draws.
3. Attach tacking tape.	NOTE: Tape must be flush against seam to insure firm welt.
4. Place and secure cotton filling.	
5. Pull over and draw tight.	



METHOD OF EVALUATION:

1. Band straight
2. Welt firm
3. Free of draws

JOB: Sew Chair Seat Band

UNIT V: Outside Trim

COURSE: Upholstery

MATERIAL: Sewn Band
Chair
Stitching Twine

EQUIPMENT: Trestles

TOOLS: Curved Needle
Shears
Skewers

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-5-9

SAFETY PRECAUTIONS:

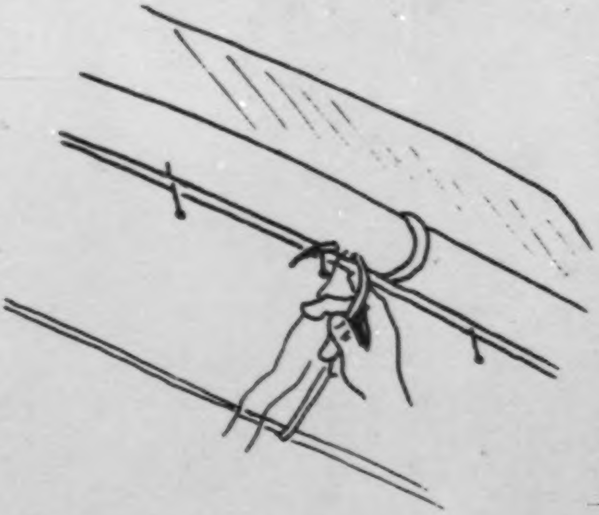
1. Stitch carefully.
2. Use shears properly.

COMPETENCE - PROCEDURE/STEPS
The student will be able to:

1. Position piece on trestles.
2. Pin band in place.
3. Sew lacer twines across seat front.
4. Tease filling and place under lacer twine.
5. Blind stitch band.
6. Place filling under band and tack on bottom rail.

TEACHING/LEARNING ACTIVITIES

NOTE: Stretch fabric from center to sides to eliminate draws.



METHOD OF EVALUATION:

1. Stitching technique
2. Neat appearance
3. Free of draws

JOB: Glue Gimp on French Provincial Chair

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-5-10

UNIT V: Outside Trim

COURSE: Upholstery

MATERIAL: Gimp
Glue
Tacks

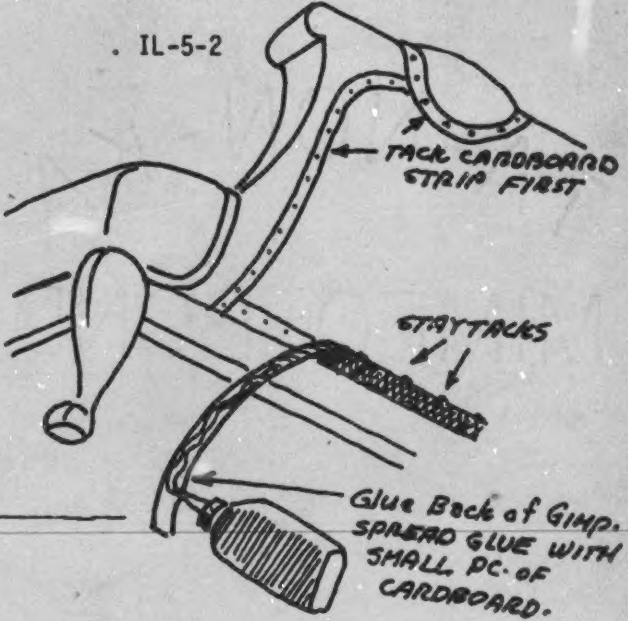
EQUIPMENT: Trestles

TOOLS: Tack Hammer
Shears

SAFETY PRECAUTIONS:

Use shears carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Position chair on trestles.	NOTE: Use gimp tacks to secure corners.
2. Blind tack end of gimp in place.	. IL-5-2
3. Hold back approximately ten inches of gimp.	
4. Apply glue to back side of gimp, spread evenly.	
5. Set in place, make firm by pressing with finger.	
6. Pin tack.	
7. Continue steps 3, 4, 5, and 6 until job is completed.	
8. Remove all pin tacks.	


TACK CARDBOARD STRIP FIRST
STAYTACKS
Glue Back of Gimp. SPREAD GLUE WITH SMALL PC. OF CARDBOARD.

METHOD OF EVALUATION:

1. Show wood undamaged
2. Cover not stained
3. Gimp secure

JOB: Attach Gimp with Decorative Nails

UNIT V: Outside Trim

COURSE: Upholstery

MATERIAL: Chair
Gimp
Decorative Nails

EQUIPMENT: Trestles

TOOLS: Tack Hammer
Shears

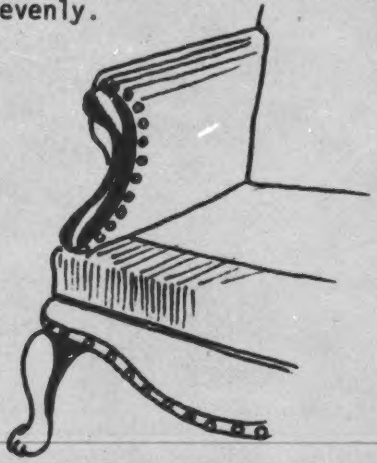
SAFETY PRECAUTIONS:

Use shears carefully.

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-5-11

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Position piece on trestles.	. SC-5-4
2. Fold end of gimp under and secure one end.	
3. Stretch taut and set decorative nail in place.	NOTE: Tacks must be spaced evenly.
4. Drive nails flush.	
5. Continue steps 3 and 4 until all areas requiring gimp is covered.	



METHOD OF EVALUATION:

1. Show wood undamaged
2. Nails driven flush
3. Even spacing between nails

JOB: Cut and Sew Double Welt for Colonial Sofa

JOB SHEET IDENTIFICATION CODE

UNIT V: Outside Trim

JOB NUMBER: J-5-12

COURSE: Upholstery

MATERIAL: Fabric

EQUIPMENT: Sewing Machine
Double Foot Attachment

TOOLS: Shears

SAFETY PRECAUTIONS:

Observe safety rules when using power machine.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Measure area of sofa to be welted.	NOTE: Width of fabric is determined by size of cord being used.
2. Cut fabric to length and width.	
3. Join lengths together.	
4. Place fabric and welts into double welt foot.	
5. Sew slowly folding carefully to insure good sewing job.	

METHOD OF EVALUATION:

1. Proper length
2. Welts sewn evenly
3. Fabric sewn tightly

JOB: Attach Double Welt on Colonial Chair

UNIT V: Outside Trim

COURSE: Upholstery

MATERIAL: Prepared Welt
Glue
Tacks

EQUIPMENT: Trestles

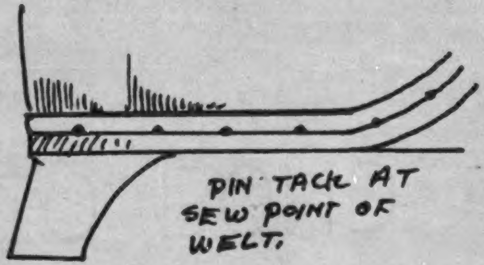
TOOLS: Tack Hammer
Shears

SAFETY PRECAUTIONS:

Use shears carefully.

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-5-13

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Position chair on trestles.	NOTE: Use gimp tacks to secure corners.
2. Open one end about 1" and remove cords.	
3. Blind tack opened end in place.	
4. Fold back welt approximately ten inches.	
5. Apply glue to back side of welt, spread evenly.	
6. Set in place, make firm by pressing with finger.	
7. Pin tack.	
8. Continue steps 4, 5, 6 and 7 until area to be welted is completed.	
9. Remove all pin tacks.	

METHOD OF EVALUATION:

1. Welts are attached smoothly.
2. All unfinished areas covered.
3. Welt is secure.

JOB: Shape and Cut Wooden Wing Panels

UNIT V: Outside Trim

COURSE: Upholstery

MATERIAL: Hardwood
Pattern Paper
Colonial Chair

EQUIPMENT: Work Bench
Sabre Saw

TOOLS: Shears
Pencil

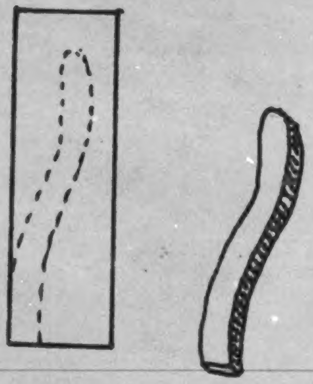
SAFETY PRECAUTIONS:

1. Secure the piece to be cut.
2. Keep free hand away from blade.

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-5-14

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Lay out and cut paper template.	NOTE: Use grain lengthwise.
2. Place template on hardwood and mark.	. SC-5-4
3. Secure wood on bench.	
4. Cut out along marked lines.	



METHOD OF EVALUATION:

1. Grain used properly
2. Panel shaped correctly
3. Sawing technique

JOB: Prepare Wooden Wing Panels

UNIT V: Outside Trim

COURSE: Upholstery

MATERIAL: Cut Panels
Rasp
Sandpaper
Steel Wool

EQUIPMENT: Work Bench
Finishing Sander

TOOLS: Rasp

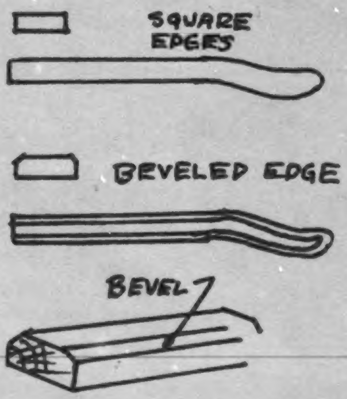
SAFETY PRECAUTIONS:

1. Watch for splinters.
2. Handle sander carefully.

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-5-15

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Bevel sharp edges with rasp.	
2. Sand top side with coarse sandpaper.	NOTE: Sand only with the grain.
3. Sand with fine paper.	. SC-5-2
4. Steel wool to desired effect.	. SC-5-6



METHOD OF EVALUATION:

1. Beveled evenly
2. Free of blemishes
3. Sanding technique

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-5-16

JOB: Finish Wood Wing Panels

UNIT V: Outside Trim

COURSE: Upholstery

MATERIAL: Prepared Panels
Stain
Shellac
Varnish
Steel Wool
Soft Cloth

EQUIPMENT: Work Bench

TOOLS: Paint Brush

SAFETY PRECAUTIONS:

1. Use paints with proper ventilation.
2. Dispose of paint rags properly.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Brush on stain.	NOTE: Abide by manufacturer's suggested drying time between coats of varnish, stain and shellac.
2. Wipe and tone with cloth.	
3. Apply wash coat of shellac.	
4. Let dry and steel wool.	
5. Apply coat of varnish.	
6. Let dry and steel wool	
7. Apply final coat of varnish.	

METHOD OF EVALUATION:

1. Desired color
2. Proper toning
3. Free of blemishes
4. Smooth final finish

JOB: Measure and Cut Kick Pleat Skirt

UNIT V: Outside Trim

COURSE: Upholstery

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-5-17

MATERIAL: Fabric
Piece to be Measured
Chalk

EQUIPMENT: Trestles
Cutting Table

TOOLS: Measuring Tape
Shears

SAFETY PRECAUTIONS:

Use shears carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Determine height.	NOTE: Make adequate seam allowance.
2. Measure distance across front, add 8".	. IL-5-3
3. Measure sides, add 8".	
4. Measure across back, add 8".	
5. Measure four corner pieces.	
6. Cut complete skirt.	

METHOD OF EVALUATION:

1. Pattern and nap laid properly
2. Adequate seam allowance
3. Cut straight
4. Identified correctly

JOB: Sew a Kick Pleat Skirt

UNIT V: Outside Trim

COURSE: Upholstery

MATERIAL: Material
Liners
Cording

EQUIPMENT: Power Sewing Machine

TOOLS: Shears

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-5-18

SAFETY PRECAUTIONS:

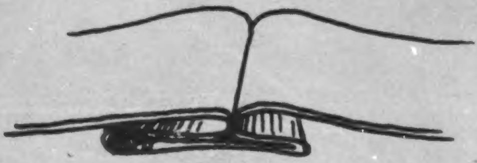
1. Use shears carefully.
2. Observe safety rules of power sewing machine.

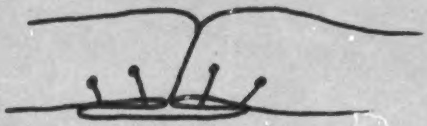
COMPETENCE - PROCEDURE/STEPS
The student will be able to:

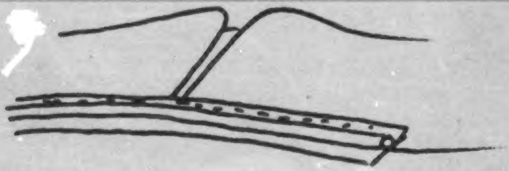
1. Place skirts and liners face together.
2. Seam both ends.
3. Seam along bottoms.
4. Turn skirts right side out.
5. Seam along top of skirts.
6. Attach welt along top of skirts joining together in proper sequence.
7. Join welt at center of back skirt.
8. Hem corner pieces.

TEACHING/LEARNING ACTIVITIES

NOTE: It is not necessary to align corner pieces.







METHOD OF EVALUATION:

1. Adequate seam allowance
2. Correct height
3. Neat appearance
4. Proper fit

JOB: Attach Kick Pleat Skirt

UNIT V: Outside Trim

COURSE: Upholstery

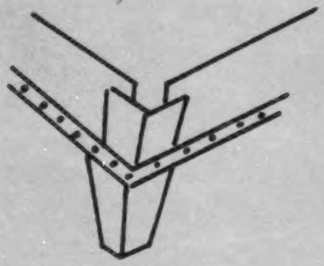
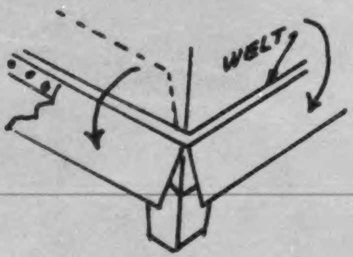
MATERIAL: Sewn Skirt
Tacks
Chair
Tacking Tape

EQUIPMENT: Trestles

TOOLS: Tack Hammer
Shears
Measuring Stick

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-5-19

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Measure and mark piece exactly where skirt is to be attached.	NOTE: On soft fabrics use tacking tape when permanent tacking.
2. Set skirt in place and pin tack.	
3. Secure skirt by removing pin tacks and permanent tacking.	
4. Place corner pieces and tack.	

METHOD OF EVALUATION:

1. Attached level
2. Adequate clearance from floor
3. Free of draws and pulls
4. Neat overall appearance

JOB: Measure and Cut Box Pleat

UNIT V: Outside Trim

COURSE: Upholstery

MATERIAL: Fabric
Upholstered Colonial Piece

EQUIPMENT: Trestles
Cutting Table

TOOLS: Measuring Tape
Shears

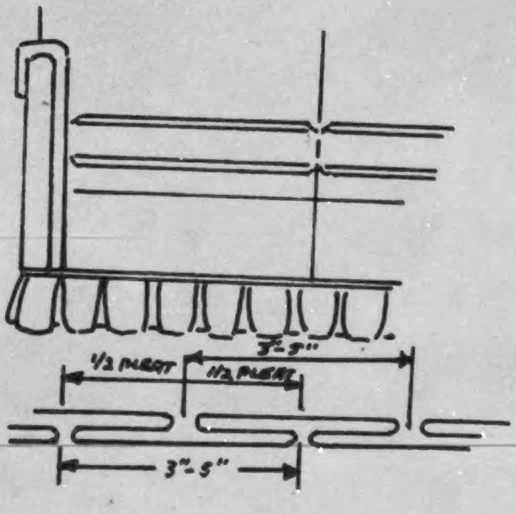
SAFETY PRECAUTIONS:

Use shears carefully.

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-5-20

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Measure height and length of required skirt.	NOTE: Length is determined by multiplying circumference of chair by three.
2. Cut pieces to height and length.	
3. Mark bottoms and identify.	
4. Measure welting length and width.	



METHOD OF EVALUATION:

1. Adequate height and length
2. Pieces marked and identified
3. Welting measured correctly

JOB: Sew a Box Pleat Skirt

JOB SHEET
IDENTIFICATION CODE

JOB NUMBER: J-5-21

UNIT V: Outside Trim

COURSE: Upholstery

MATERIAL: Cut Material
Cording

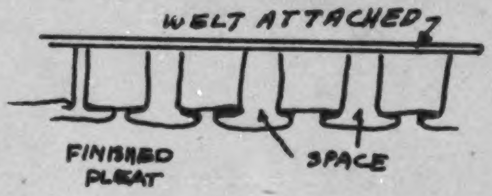
EQUIPMENT: Sewing Machine

TOOLS: Shears

SAFETY PRECAUTIONS:

1. Observe power sewing machine safety rules.
2. Use shears carefully.

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Join skirt pieces.	NOTE: The size of box pleats and spaces are determined by the upholsterer and are sewn in place when attaching welt to skirt fabric.
2. Hem bottom of skirt.	
3. Sew welting.	
4. Join welting to skirt fabric.	



METHOD OF EVALUATION:

1. Pleats correct width
2. Spaces even
3. Hemmed neatly
4. Sewing technique

JOB: Attach a Box Pleat Skirt

UNIT V: Outside Trim

COURSE: Upholstery

MATERIAL: Sewn Skirt
Colonial Piece
Tacks
Tacking Tape

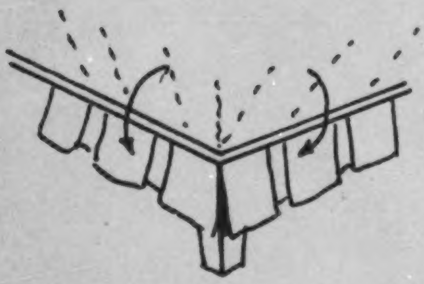
EQUIPMENT: Trestles

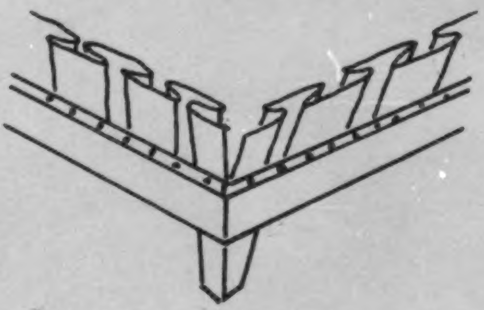
TOOLS: Tack Hammer

JOB SHEET IDENTIFICATION CODE

JOB NUMBER: J-5-22

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Position piece on trestles.	NOTE: Join skirt on back side of piece whenever possible.
2. Mark piece where skirt is to be attached.	
3. Pin tack skirt into place.	
4. Secure skirt by removing pin tacks, adjusting skirt and permanent tacking using tacking tape.	





METHOD OF EVALUATION:

1. Pleats aligned at corners
2. Skirt firmly secured
3. Adequate floor clearance
4. Overall neat appearance

OPERATION SHEET
SC-2-1

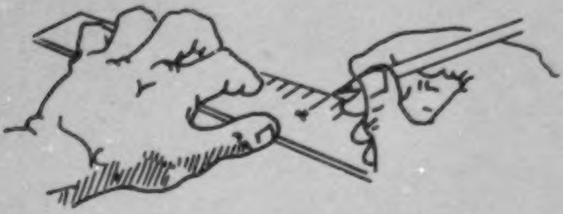
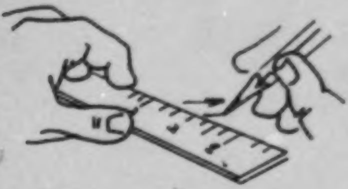
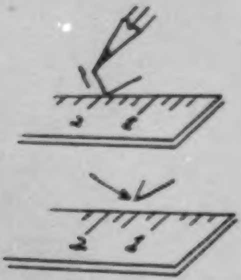
COMPETENCY: Use the 54" Measuring Stick

COURSE: Upholstery

UNIT II: Preparation

OBJECTIVE: The student will be able to mark a surface for layout of work lines

Page 1 of 1 page

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Hold the measuring stick firmly in place with the left hand. 	NOTE: This measuring stick is also used as a straight edge when squaring fabric.
2. Place the point of the pencil or other marking device at the desired location on the surface to be marked.	
3. Strike a small mark diagonally to the right. 	
4. Return the pencil to the original starting point and strike a line diagonally to the left. 	NOTE: The resulting point on the V mark is the desired location.

OPERATION SHEET
SC-2-2

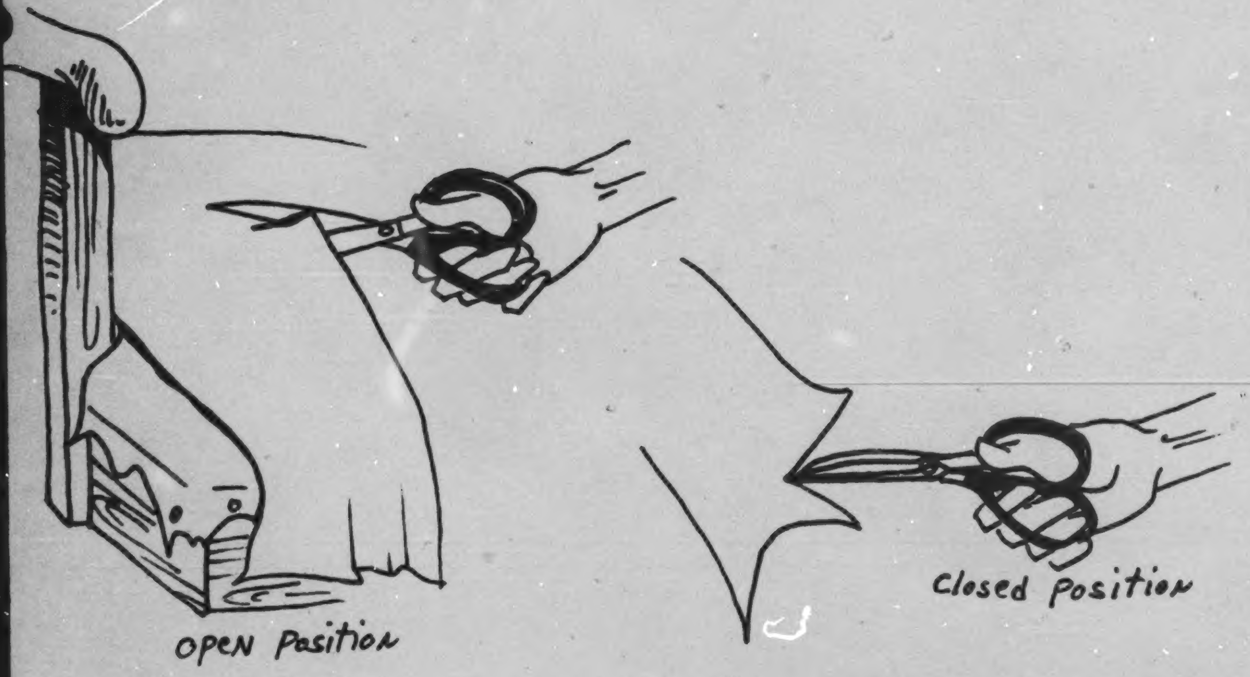
COMPETENCY: Use the Upholsterer's Shears

COURSE: Upholstery — UNIT II: Preparation

OBJECTIVE: The student will be able to cut fabric with accuracy

Page 1 of 1 page

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Insert thumb in smaller opening.	NOTE: Large shears will give a good clean cut with minimal effort.
2. Place pointer, index and ring fingers in larger opening in order to obtain firm grip on shears.	
3. Raise thumb, expand palm to open shears.	
4. Reverse procedure to create cutting action.	



OPERATION SHEET
SC-2-3

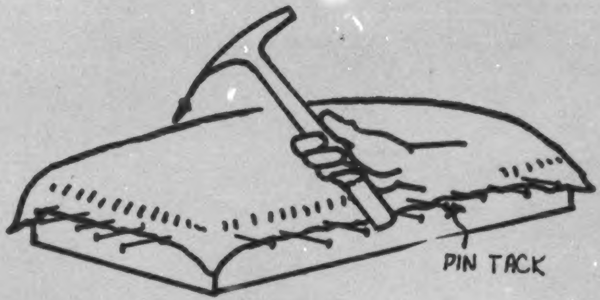
COMPETENCY: Use a Magnetic Tack Hammer

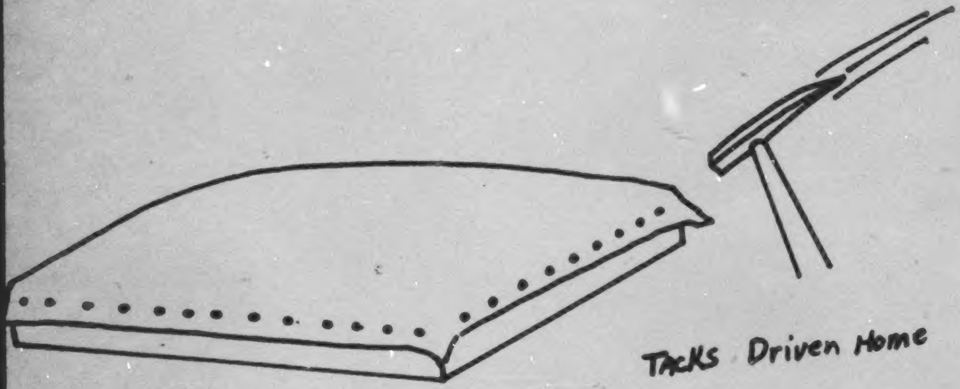
COURSE: Upholstery — **UNIT II:** Preparation

OBJECTIVE: The student will be able to properly tack fabric with an upholsterer's tack hammer

Page 1 of 1 page

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Set tack on magnetic or split end of hammer.	
2. Firmly grip hammer near end of handle to get better leverage.	
3. Set pin tacks in place.	
4. Drive tacks home using solid end of hammer.	





OPERATION SHEET
SC-2-4

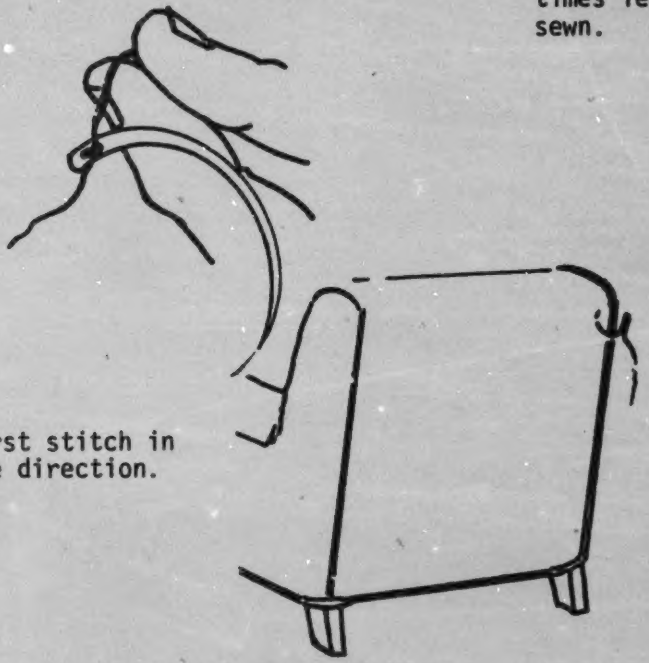
COMPETENCY: Blind Stitch Using a Curved Needle

COURSE: Upholstery UNIT II: Preparation

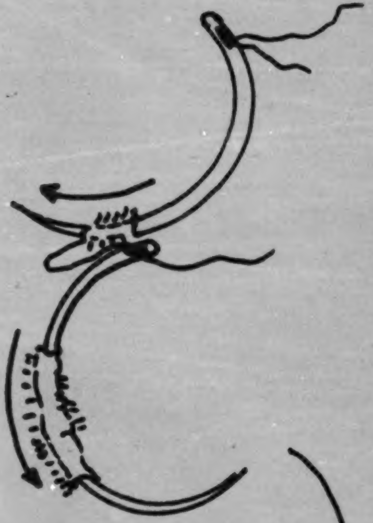
OBJECTIVE: The student will be able to effectively master the blind stitch

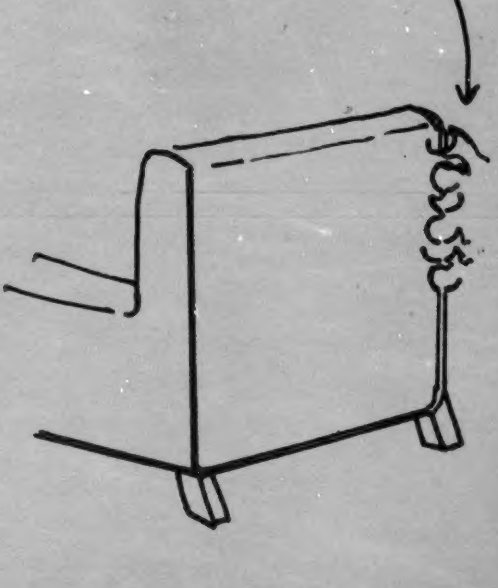
Page 1 of 1 page

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Thread needle (per illustration).	NOTE: Twine should be 1 1/2 times length of seam to be sewn.



2. Make first stitch in opposite direction.





3. Insert needle in one side of fabric; make stitch approximately 1/2" and pull through.

4. Holding twine directly across from previous stitch, start new stitch entering fabric approximately 1/8" in back of previous twine.

5. Repeat procedure.

OPERATION SHEET
SC-2-5

COMPETENCY: Use a Webbing Stretcher

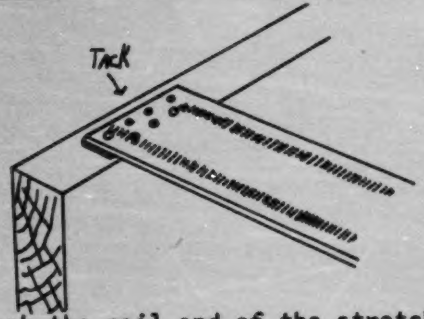
COURSE: Upholstery

UNIT II: Preparation

OBJECTIVE: The student will be able to properly stretch webbing with the webbing stretcher

Page 1 of 1 page

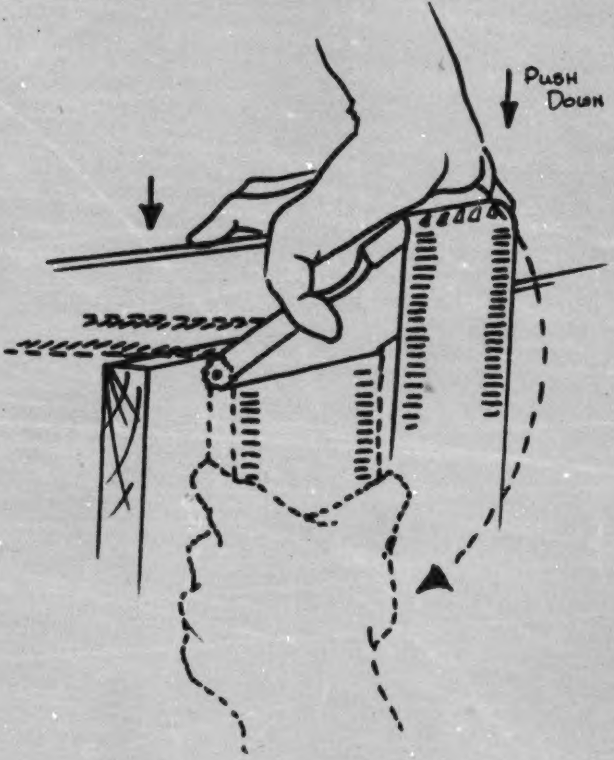
COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES



1. Hook the nail end of the stretcher in the webbing.

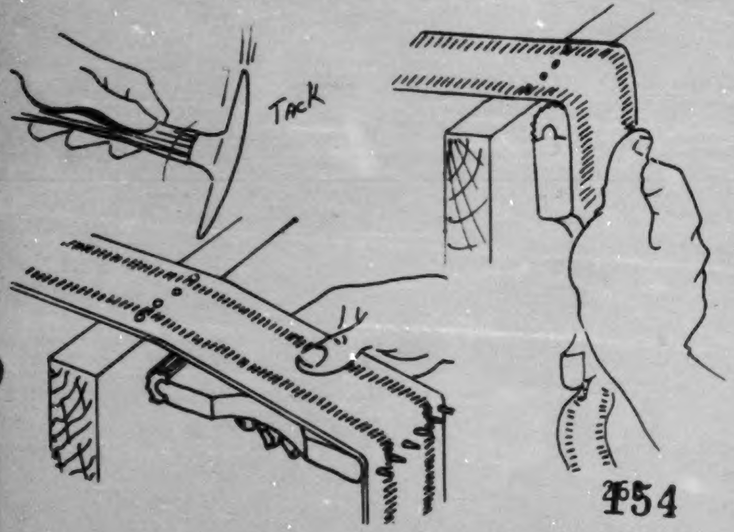
2. Place the padded end of the stretcher against the outside of frame.

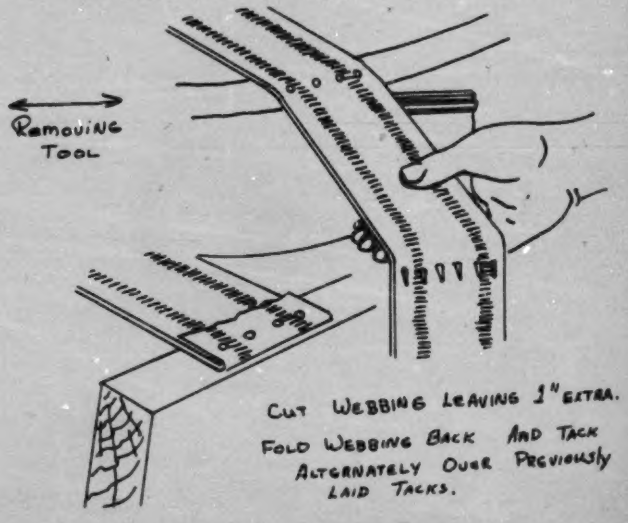
3. Push down applying enough pressure to draw webbing flush with frame.



4. Keep webbing even with frame and drive tacks through webbing securing it to frame.

NOTE: When stretching long strips of webbing it may be necessary to repeat step 3 in order to make webbing taut.




REMOVING TOOL
CUT WEBBING LEAVING 1" EXTRA.
FOLD WEBBING BACK AND TACK ALTERNATELY OVER PREVIOUSLY LAID TACKS.

OPERATION SHEET
SC-2-6

COMPETENCY: Use the Klinch-It Tool

COURSE: Upholstery

UNIT II: Preparation

OBJECTIVE: The student will be able to secure springs in proper order

Page 1 of 1 page

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES

1. LOAD CLIPS:

    a. hold tool firmly in left hand.
    b. open latch on top of handle.
    c. insert row of clips.
    d. close latch.

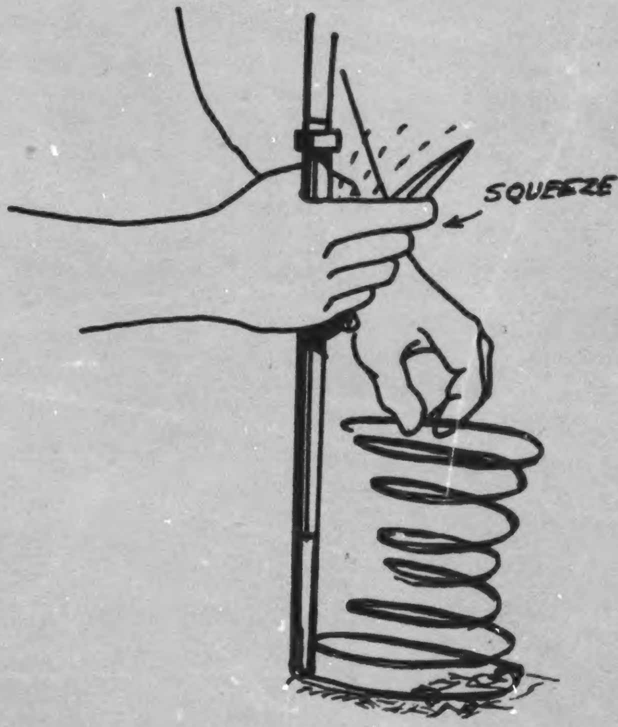
2. Place notched end of tool over already positioned edge of spring.

3. Apply downward pressure on tool.

4. Grasp handle of tool with right hand and squeeze in order to release clip into burlap, securing spring.

5. Secure each spring with four properly spaced clips.

NOTE: Tool must be held plumb to insure proper positioning of clips.



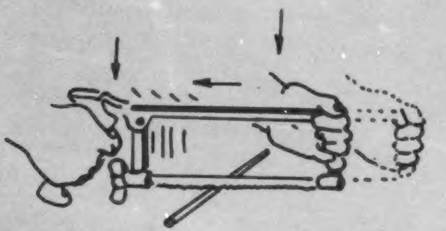
OPERATION SHEET
SC-2-7

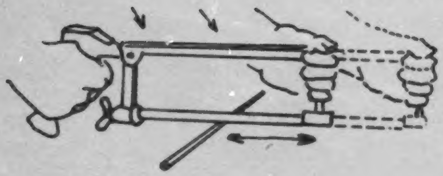
COMPETENCY: Cut Wire with a Hack Saw

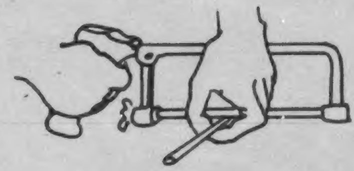
COURSE: Upholstery UNIT II: Preparation

OBJECTIVE: The student will be able to cut edge wire accurately

Page 1 of 1 page

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Hold saw as shown. 	
2. Start cut by pulling saw back lightly.	
3. Push saw forward firmly.	
4. Pull saw back lightly.	
5. Continue until cut is complete.	NOTE: Near end of cut, ease up on forward pressure and slow down to avoid slipping and injury.





OPERATION SHEET
SC-2-8

COMPETENCY: Use the Spring Clip Pliers

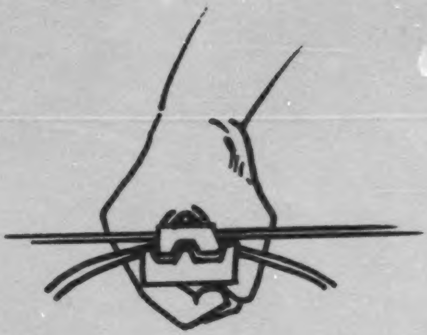
COURSE: Upholstery UNIT II: Preparation

OBJECTIVE: The student will be able to secure edge wire to springs

Page 1 of 1 page

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES

1. Grasp both handles of pliers with thumb over top handle and fingers under and around bottom handle.
2. Open pliers by gripping pliers in palm of hand and extending opposite handle with forefinger and thumb.
3. Hold in open position while spring clip is placed in jaws.
4. Position open pliers over top of edge wire and spring.
5. Squeeze handles together attaching spring clip to spring and edge wire.



NOTE: This operation secures spring in proper position.

OPERATION SHEET
SC-2-9

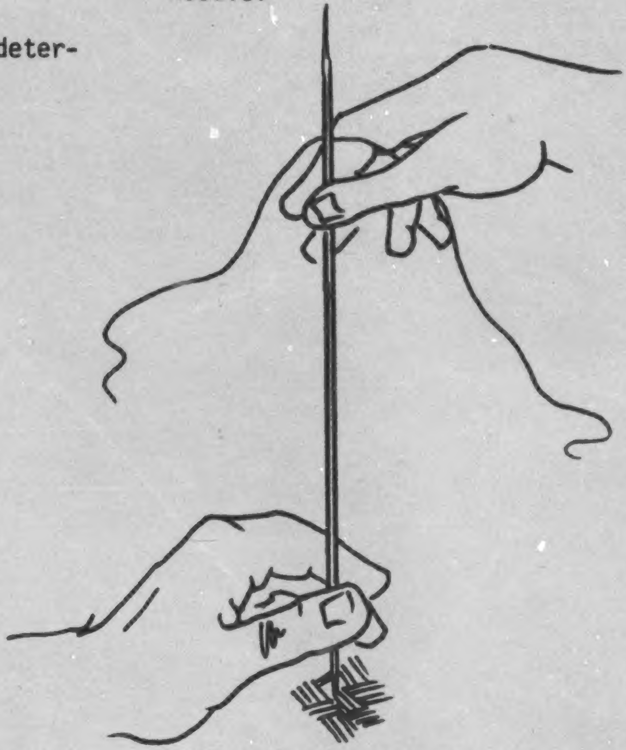
COMPETENCY: Use Straight Double Pointed Needle

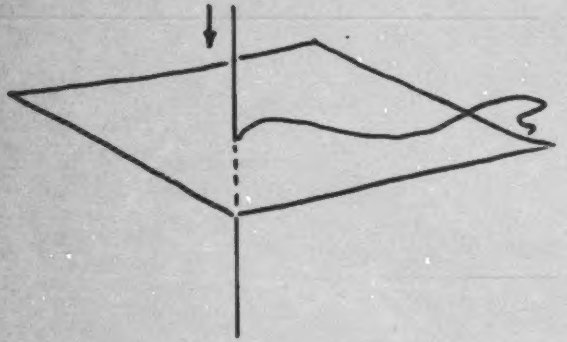
COURSE: Upholstery **UNIT II:** Preparation

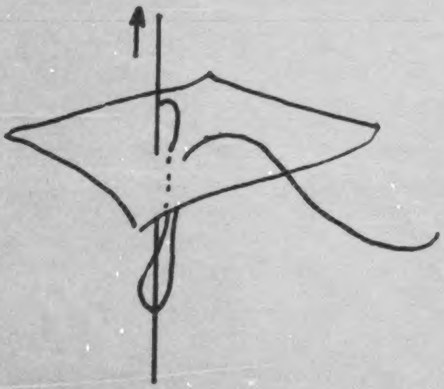
OBJECTIVE: The student will be able to efficiently use double pointed needle when required

Page 1 of 1 page

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Grasp threaded needle carefully, left hand near lower point, right hand on opposite end near eye.	NOTE: Be careful not to pierce finger with point of needle.
2. Guide needle with left hand to predetermined spot.	
3. Push needle through fabric.	
4. Without reversing needle, pierce fabric with eye end of needle and bring up through within 1/4" of original puncture.	NOTE: Needle is extremely dangerous and must be used with extreme caution.







OPERATION SHEET
SC-2-10

COMPETENCY: Take Inside Measurements with Steel Tape

COURSE: Upholstery UNIT II: Preparation

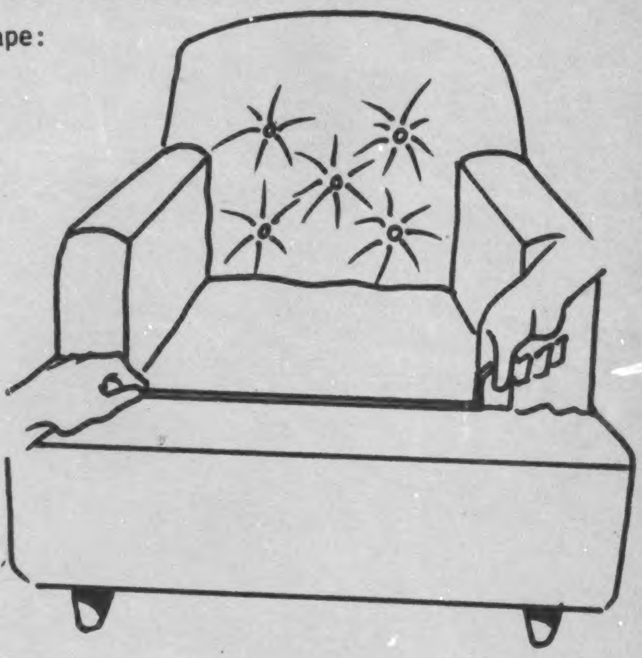
OBJECTIVE: The student will be able to lay out and accurately cut seat cushions

Page 1 of 1 page

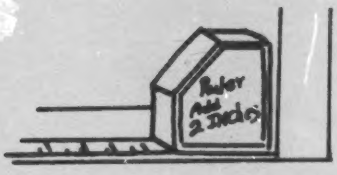
COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES

Take an inside measurement with a steel tape:

1. Hold the end of the tape against one side of the opening and draw the tape across the opening until the tape case butts against the opposite side of the opening.
2. Take a reading at the point where the tape enters the case.



3. Add the width of the tape case to the reading taken in step 2.
4. Rewind tape.



NOTE: Usually the width of the tape case is stamped right on it.

OPERATION SHEET
SC-2-11

COMPETENCY: Use the Flat Foot Power Sewing Machine

COURSE: Upholstery

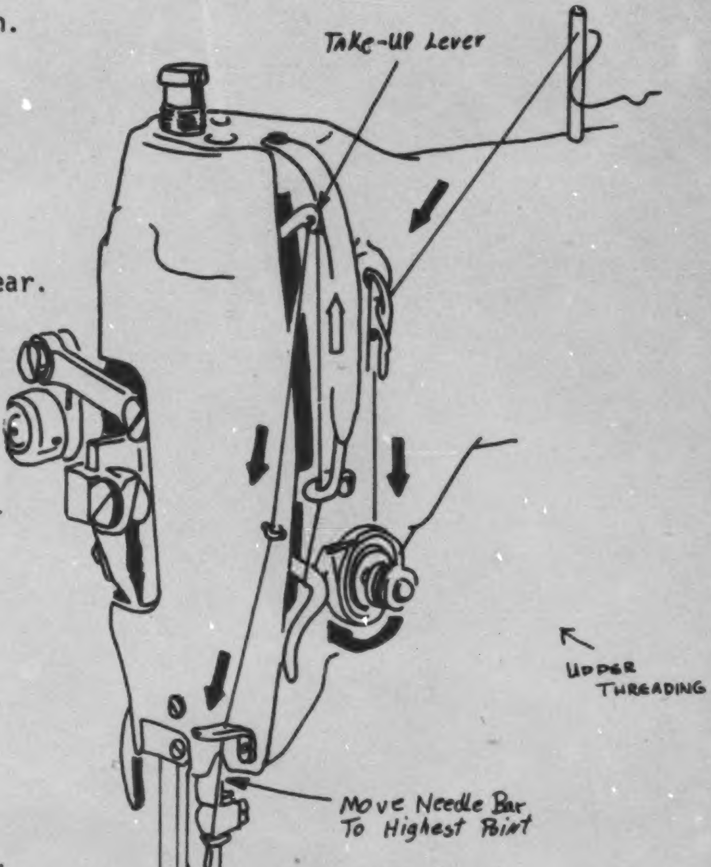
UNIT II: Preparation

OBJECTIVE: The student will be able to sew properly using a power machine

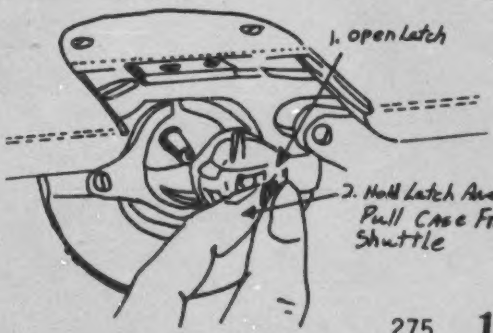
Page 1 of 1 page

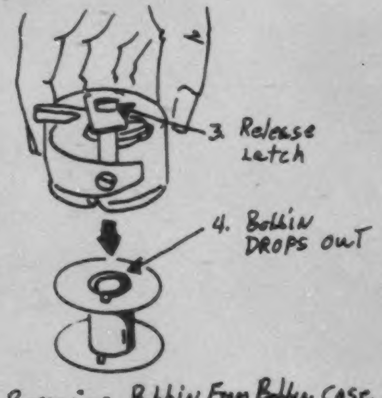
COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES

1. Turn switch to the "on" position.
2. Select proper size stitch and lock into place.
3. Lift foot making sure needle is in up position.
4. Place fabric to be sewn, under foot making sure threads are clear.
5. Lower foot to keep fabric in place.
6. Apply pressure to front of foot pedal to sew.
7. Use heel of foot and apply pressure to rear of pedal to stop.
8. Remove sewn fabric:
   - a. Lift presser foot.
   - b. Bring needle to up position manually if necessary.
   - c. Cut threads and remove sewn materials.
   - d. Turn switch to the "off" position.


Take-Up Lever
Upper Threading
Move Needle Bar To Highest Point

Removing Bobbin Case and Bobbin From Machine


1. open Latch
2. Hold Latch And Pull Case From Shuttle


3. Release Latch
4. Bobbin Drops Out

Removing Bobbin From Bobbin Case

OPERATION SHEET
SC-2-12

COMPETENCY: Use the Upholsterer's Pins or Skewers

COURSE: Upholstery

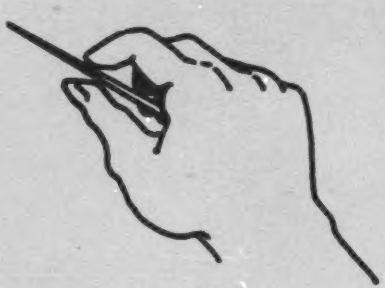
UNIT II: Preparation

OBJECTIVE: The student will be able to temporarity pin fabric in place

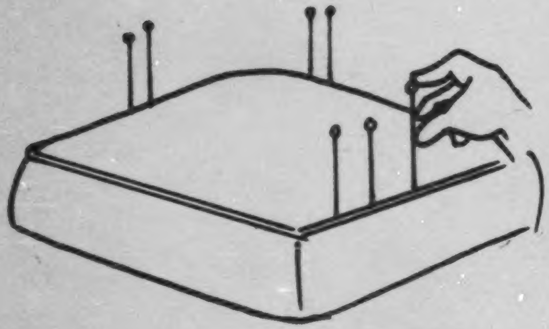
Page 1 of 1 page

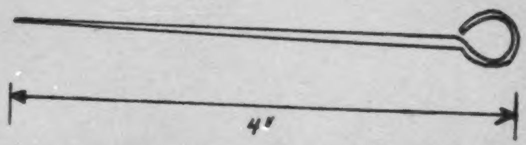
COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES

1. Grasp the skewer near the point between the thumb and finger of one hand.



2. Position cover and pin loose fabric by piercing with point of skewer.





3. Placing thumb on loosened end and applying pressure, pin loose cover and position same to previously secured cover.

NOTE: Pins are removed when loose cover is secured.

NOTE: Caution is taken so as not to prick fingers with pointed end.

OPERATION SHEET
SC-2-13

COMPETENCY: Use the Regulator

COURSE: Upholstery

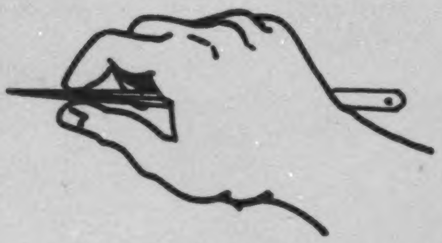
UNIT II: Preparation

OBJECTIVE: The student will be able to regulate filling materials where irregularities appear

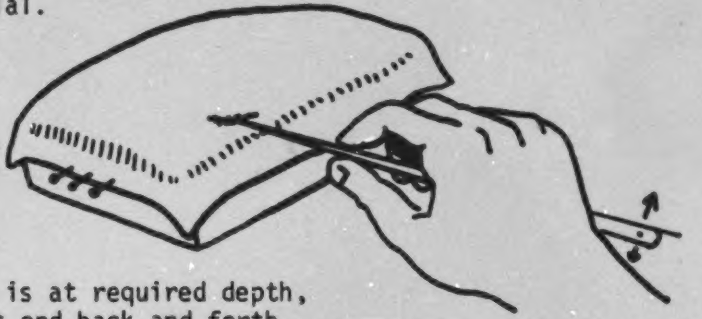
Page 1 of 1 page

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES

1. Grip the point of the regulator between the thumb and fingers of one hand.



2. Insert regulator through fabric into stuffing material.



3. When regulator is at required depth, manipulate flat end back and forth or until stuffing has been worked even.

NOTE: For pleating the blunt end is used. Grasp the regulator near the blunt end between the thumb and fingers of one hand.

OPERATION SHEET
SC-2-14

COMPETENCY: Use the Button Machine

COURSE: Upholstery

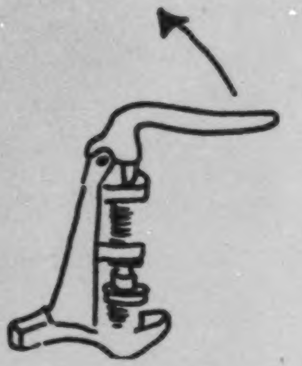
UNIT II: Preparation

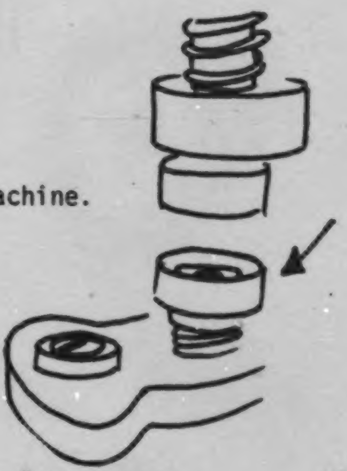
OBJECTIVE: The student will be able to make buttons properly

Page 1 of 2 pages

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES

1. Place machine in open position.

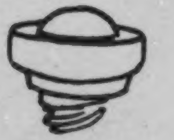




2. Insert lower die into machine.

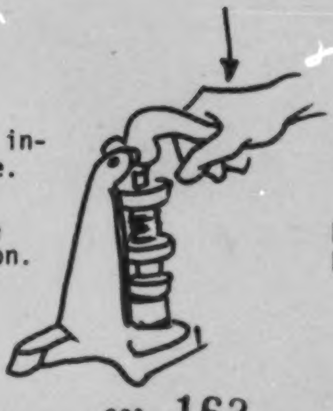
3. Set desired button into place.

NOTE: Wire eye, cloth tuft, nail or clinch must be set in a downward position.



4. Press fabric and shell into upper portion of die.

5. Apply downward pressure on handle to form button.



NOTE: Test button to make sure button is made properly.

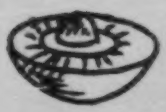
NOTE: The use of buttons is essential in the upholstering trade. They are used to accent pillows, backs, tufts and channels. To be used properly they are available in various sizes and types:

COMMON SIZES:

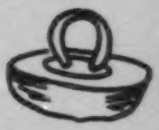
#22 Ligne	5/8"
#30 Ligne	3/4"
#36 Ligne	7/8"
#40 Ligne	1"

NOTE: Button Types;

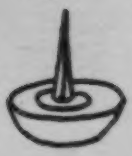
TUFT



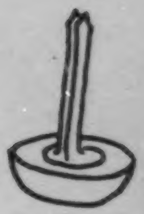
LOOP



TACK



CLINCH



OPERATION SHEET
SC-2-15

COMPETENCY: Use a Single Point Straight Needle

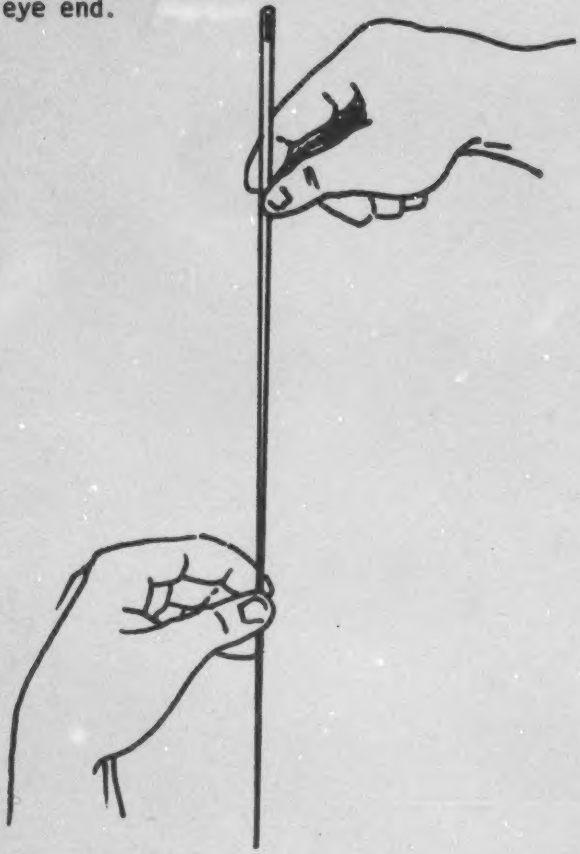
COURSE: Upholstery

UNIT II: Preparation

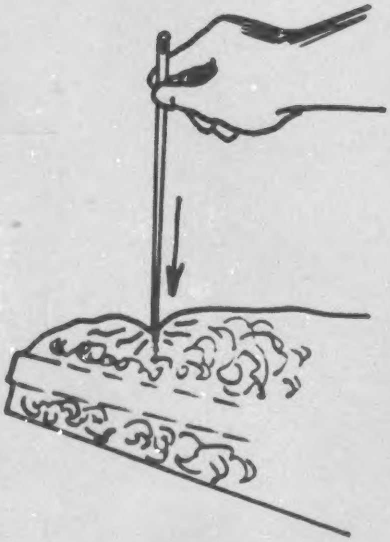
OBJECTIVE: The student will be able to locate, place and secure buttons

Page 1 of 2 pages

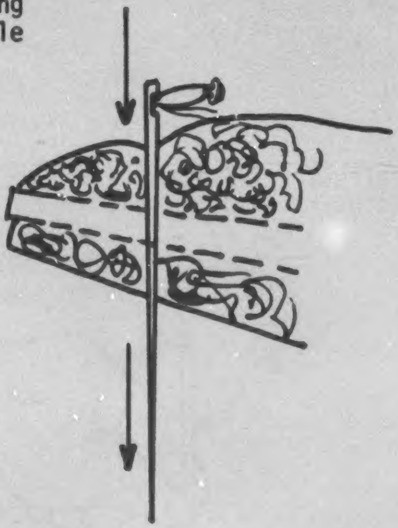
COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Grasp needle carefully, left hand near the point, right hand on or near the eye end.	NOTE: Extreme caution should be taken while pulling needle through.



2. Position and guide needle with left hand to predetermined spot, piercing needle through fabric and applying pressure with right hand at top of needle.



3. Push needle through fabric and stuffing materials until only about 2" of needle remain.



4. Thread needle and pull completely through fabric with button coming to rest flush with fabric.

OPERATION SHEET
SC-3-1

COMPETENCY: Use the Ripping Chisel

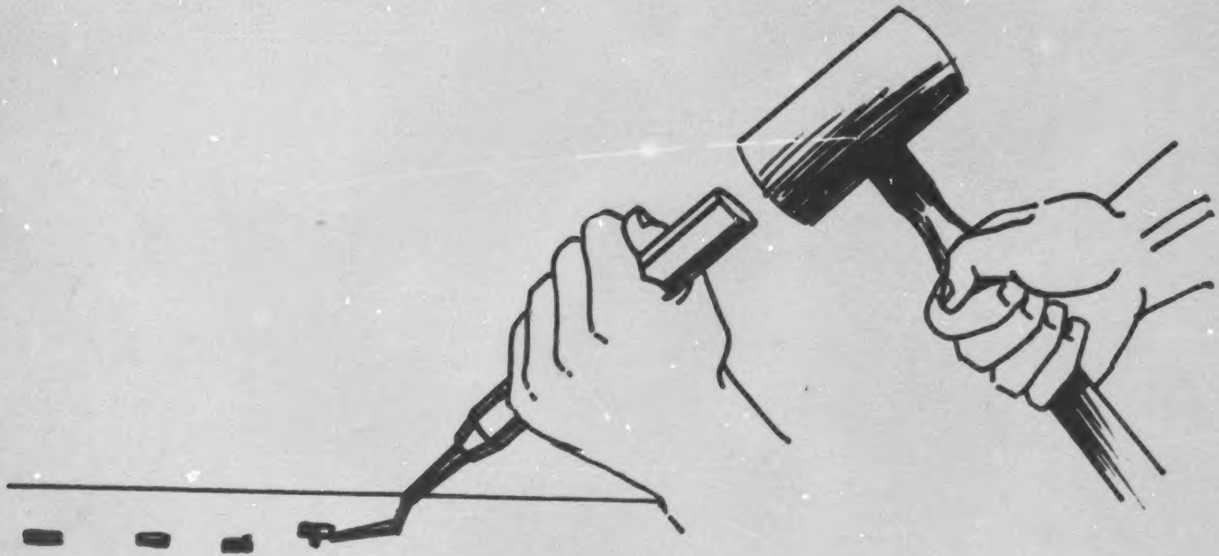
COURSE: Upholstery

UNIT III: Construction and Build-Up

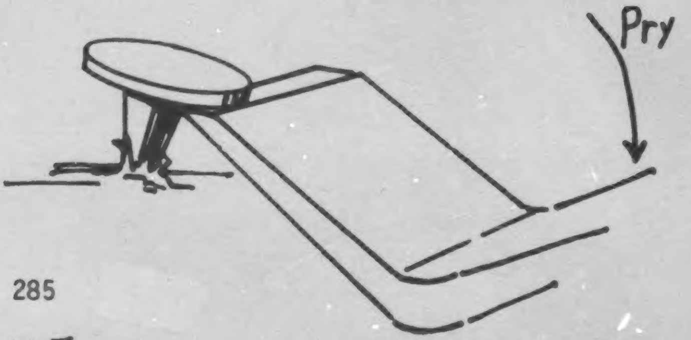
OBJECTIVE: The student will be able to strip furniture using the ripping chisel

Page 1 of 1 page

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Grasp the chisel in the left hand with fingers and thumb around handle.	
2. Place the chisel end of the tool under the head of the tack that is to be removed.	
3. Tap the handle of the ripping chisel with a mallet hard enough to lift the tack free.	NOTE: The angle of the chisel should be parallel with the frame to prevent splitting.



4. Pry down to lift tack.



OPERATION SHEET
SC-3-2

COMPETENCY: Use a Rubber or Rawhide Mallet

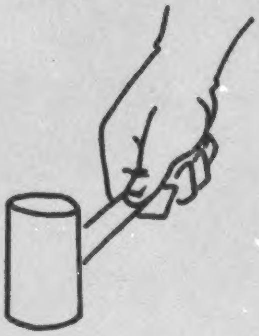
COURSE: Upholstery

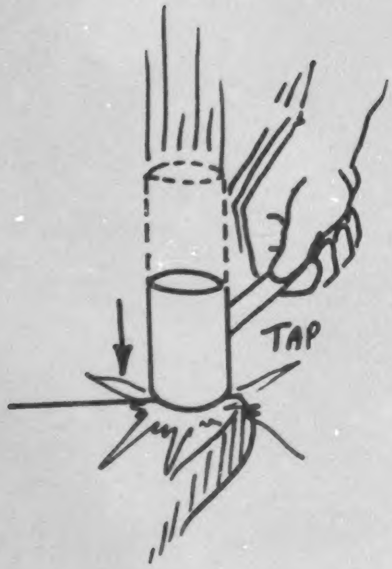
UNIT III: Construction and Build-Up

OBJECTIVE: The student will be able to properly use a mallet

Page 1 of 1 page

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Hold the mallet with fingers underneath and thumb alongside or on top of the handle.	NOTE: The firmer the grip the more forceful the blow.
2. Rest the face of the mallet on the object to be secured; raise mallet and tap.	NOTE: Except for light blows, the handle is held close to the end.
3. Repeat procedure until object is secured.	





OPERATION SHEET
SC-3-3

COMPETENCY: Use the Staple Puller

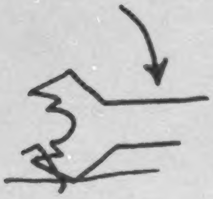
COURSE: Upholstery

UNIT III: Construction and Build-Up

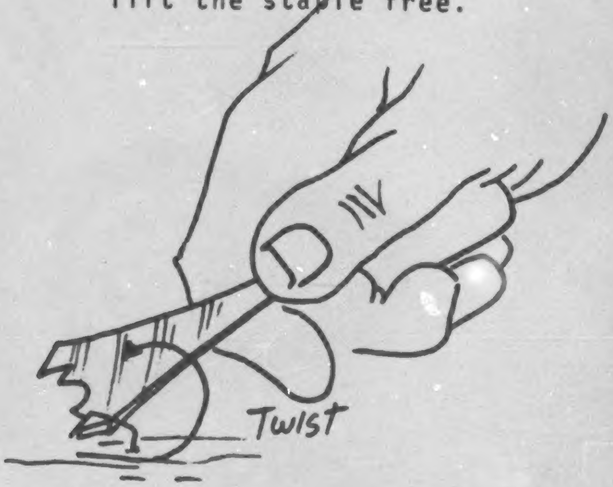
OBJECTIVE: The student will be able to properly remove staples with the staple puller

Page 1 of 1 page

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Grasp handle of puller, having thumb and fingers around handle.	
2. Place pointed end of puller at center of staple.	



3. Apply pressure forward and then downward.	NOTE: These pressures should lift the staple free.



NOTE: If one leg of staple stays intact, the slotted end of the puller is used to pry it free. This operation is done with a twist of the wrist once the slotted end is attached to the staple.

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OPERATION SHEET
SC-3-4

COMPETENCY: Use Webbing Pliers

COURSE: Upholstery

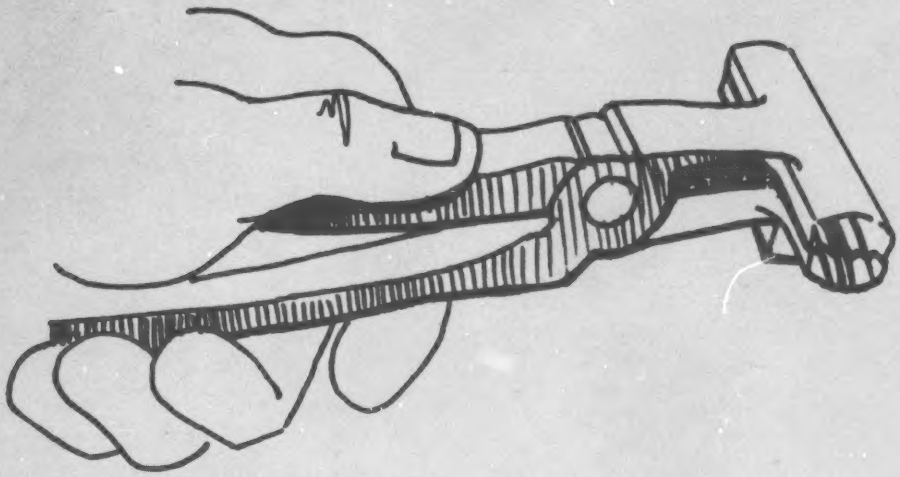
UNIT III: Construction and Build-Up

OBJECTIVE: The student will be able to properly stretch webbing with webbing pliers

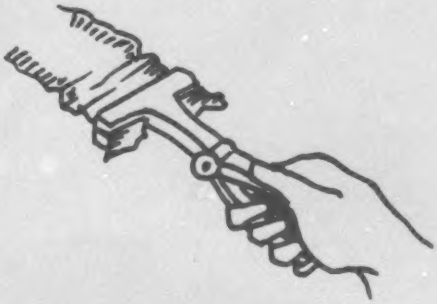
Page 1 of 2 pages

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES

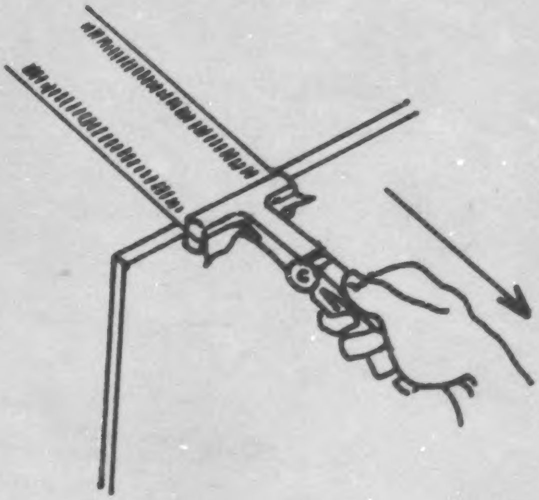
1. Grasp handles firmly, thumb on top handle and fingers under bottom of lower handle.



2. Place loose end of webbing into pliers and grip tightly.

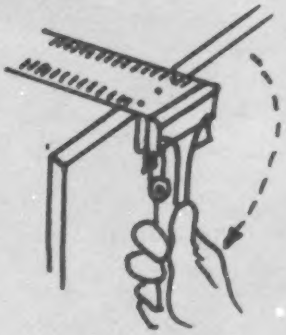


3. Stretch across opening until heel of pliers reaches outer edge of rail.



4. With heel set in place, apply downward pressure until webbing is taut or pliers are level with frame.

5. Tack webbing in place and remove pliers.



OPERATION SHEET
SC-3-5

COMPETENCY: Lay Out Stock to Length and Width (Measuring)

COURSE: Upholstery

UNIT III: Construction and Build-Up

OBJECTIVE: The student will be able to accurately measure and mark stock to width and length

Page 1 of 2 pages

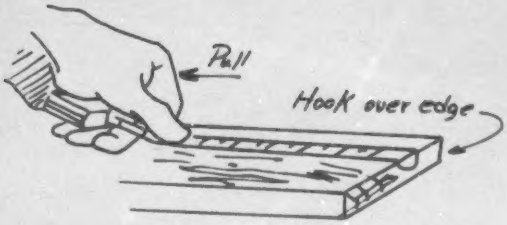
COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES

MEASURE:

1. Steel Tape

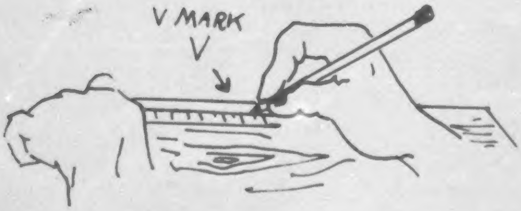
   A. Hook the end of the tape onto the end of the stock and extend the tape by pulling on the case.

   NOTE: The tape should lay parallel to the edge of the stock.



   B. Place a mark on the stock close to the edge of the tape at the desired dimension.

   NOTE: A "V" mark is used by many upholsters with the point of the "V" indicating the exact measurement.

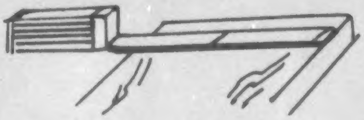


2. Folding Rule

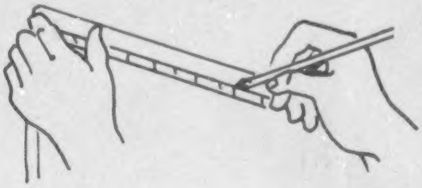
   A. Open enough sections of the rule to take the measurement.

COMPETENCE - PROCEDURE/STEPS

B. Place the rule flat on the stock, parallel to the edge and with the end of the rule even with the end of the stock.



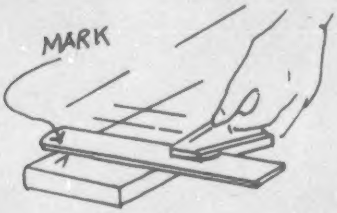
C. Place a mark on the stock close to the edge of the rule as with a steel tape.



SQUARE A LINE:

1. Try square or combination square.

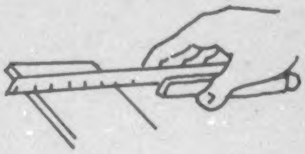
   A. Place the head of the square against the edge of the stock.



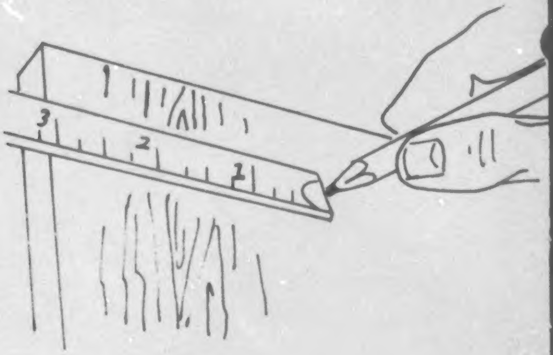
   B. Slide the square along the edge of the stock until the edge of the blade is aligned with the mark to be squared.

TEACHING/LEARNING ACTIVITIES

NOTE: More accurate measurements can be taken with the rule held on edge.



NOTE: Another method commonly used when using the folding rule is to place the rule in position so the desired dimension is even with the end of the stock; placing a mark at the end of the rule.



OPERATION SHEET
SC-3-6

COMPETENCY: Cut Stock to a Line with a Hand Saw

COURSE: Upholstery

UNIT III: Construction and Build-Up

OBJECTIVE: The student will be able to cut stock accurately

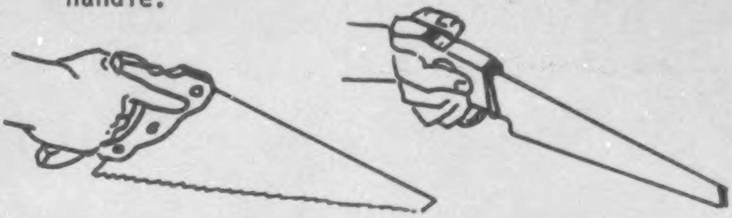
Page 1 of 2 pages

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES

CUT WITH A HAND SAW

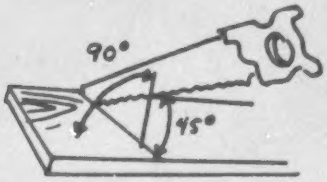
1. Place material on saw horse or clamp in a bench vise.

2. Hold the saw with the thumb and forefinger extended along the side of the handle.

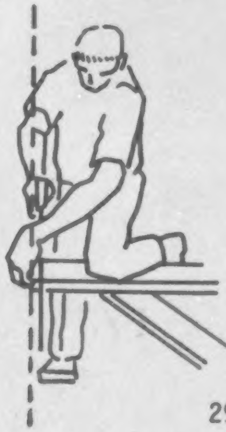


3. Hold the saw at about a 45° angle with the face of the board for crosscutting

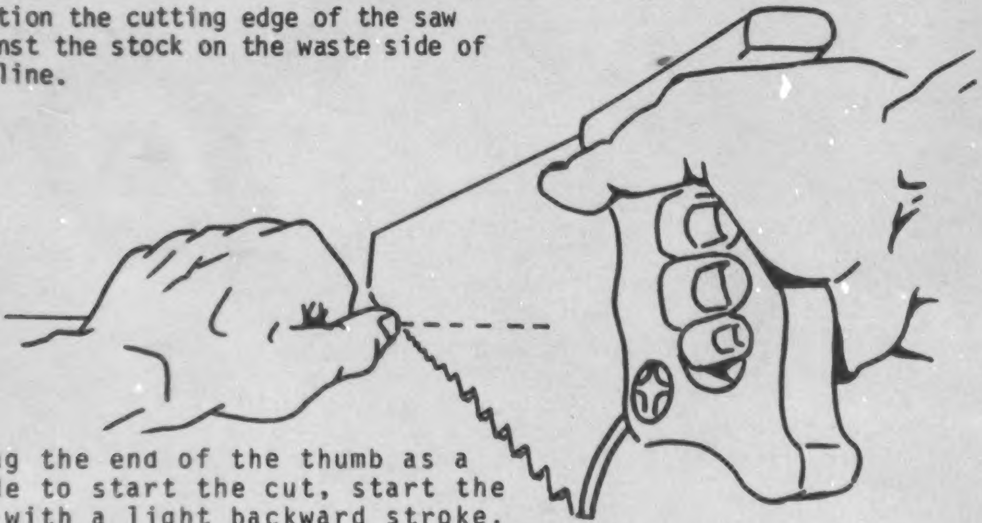
NOTE: Hold the saw at about a 60° angle for ripping.



4. Position oneself so that a straight line is formed from the tip of the saw through the handle, the forearm, and the tip of the shoulder.

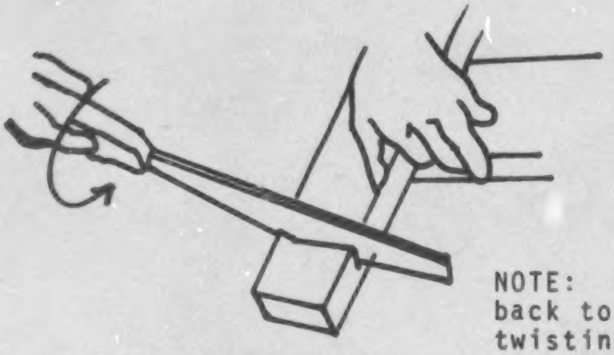


5. Position the cutting edge of the saw against the stock on the waste side of the line.



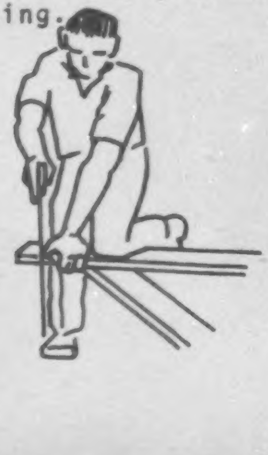
6. Using the end of the thumb as a guide to start the cut, start the cut with a light backward stroke.

NOTE: The strokes at the beginning should be short and light, gradually becoming longer and heavier as the cut is made.



7. Take light strokes near the end of the cut and support the end of the work to prevent it from splitting.

NOTE: The saw may be brought back to line by a slight twisting motion. The bottom of the handle should be twisted in the direction the saw is to travel.



OPERATION SHEET
SC-3-7

COMPETENCY: Crosscut with Radial Arm Saw

COURSE: Upholstery

UNIT III: Construction and Build-Up

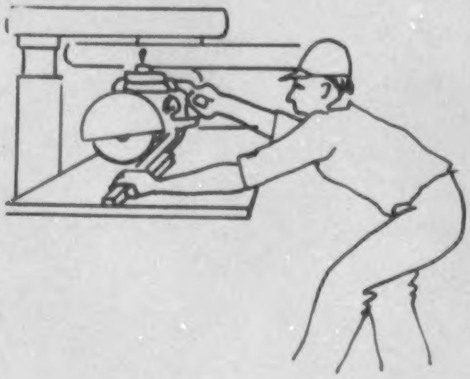
OBJECTIVE: The student will be able to cut stock accurately with a power saw

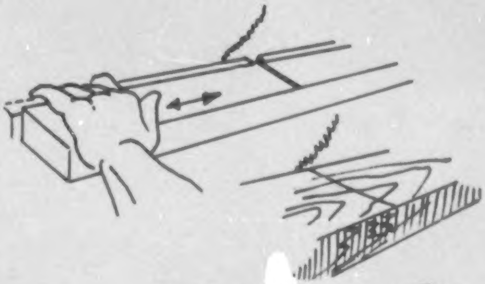
Page 1 of 1 page

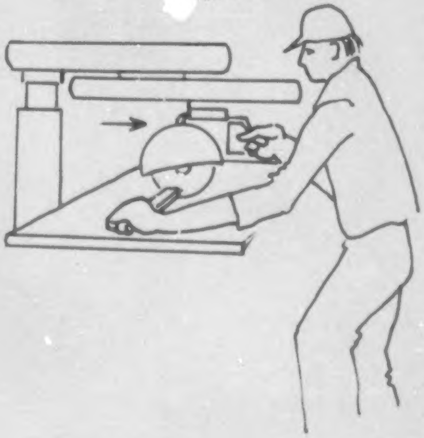
COMPETENCE - PROCEDURE/STEPS
The student will be able to:

TEACHING/LEARNING ACTIVITIES

1. Set the over arm to zero.
2. Set the saw blade to cut slightly below the surface of the table.
3. Mark the stock where it is to be cut.
4. Place the piece against the guide fence with the larger piece to the left.
5. Move the saw to the rear of the table and holding the handle of the saw with one hand turn on the power with the other.
6. Hold the stock firmly against the fence with the left hand by placing the fingers on top of the piece and thumb hooked over the front edge.
7. Grasp the handle with the right hand and pull the saw forward to make the cut.
8. Return the saw to the rear of the table after the cut has been made.
9. Shut off the power and stay until the saw stops completely.







OPERATION SHEET
SC-3-8

COMPETENCY: Drill Holes with a Hand Drill

COURSE: Upholstery

UNIT III: Construction and Build-Up

OBJECTIVE: The student will be able to drill dowel holes accurately

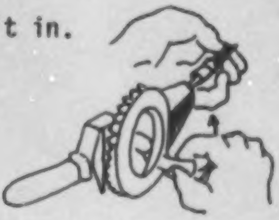
Page 1 of 2 pages

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES

Put in the drill bit:

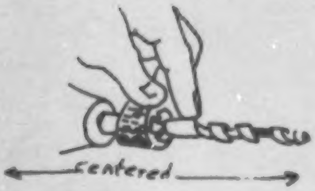
1. Open the chuck a little more than the size of the bit by holding the shell of the chuck between thumb and forefinger and turning the crank backwards with the other hand.

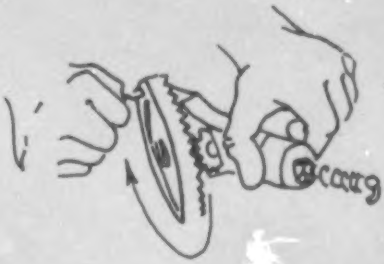
2. Set the drill bit in.



3. Tighten drill bit by holding the chuck shell between thumb and forefinger and pushing forward on the crank.

NOTE: Make sure the drill bit is centered.

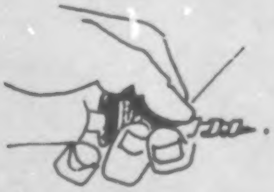




Drill the hole:

1. Start the hole.

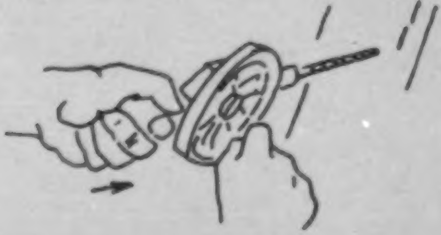
NOTE: Use an awl to start hole in wood and a center punch to start hole in metal.



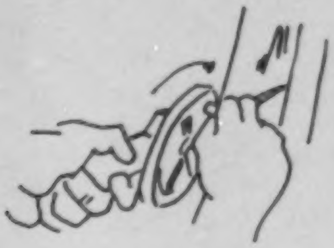
COMPETENCE - PROCEDURE/STEPS	TEACHING/LEARNING ACTIVITIES

2. Line the bit up with the direction of the hole to be drilled.

3. Hold the drill steady and press evenly on it with one hand.



4. Turn the crank forward at a constant rate of speed while sighting the drill for squareness of drilling.



5. Lessen the pressure on the drill a little before the stock is broken through to keep the stock from splintering.

OPERATION SHEET
SC-3-9

COMPETENCY: Clamp Frames with Bar Clamps

COURSE: Upholstery

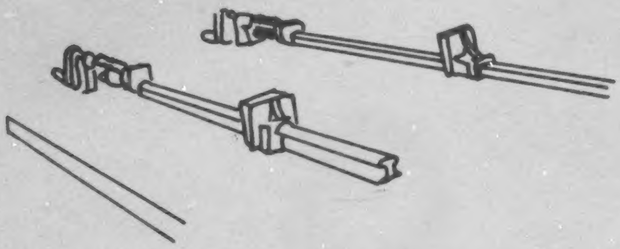
UNIT III: Construction and Build-Up

OBJECTIVE: The student will be able to clamp frames securely

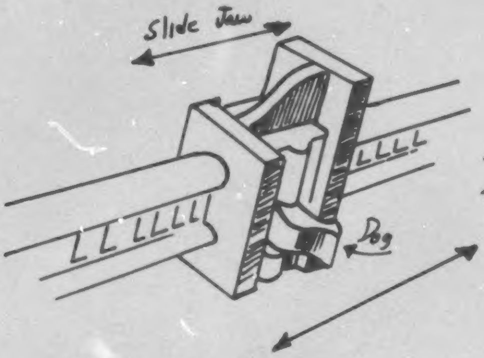
Page 1 of 1 page

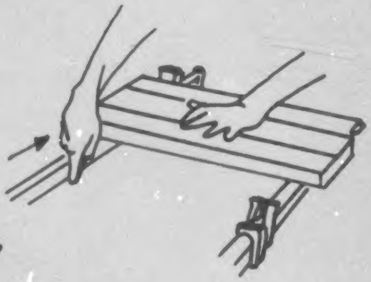
COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES

1. Put the clamps on the gluing bench with the jaws up and the handles over the edge of the bench.



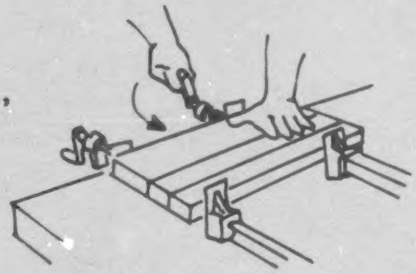
2. Move the adjustable jaws by releasing the dogs and sliding them into position for the material to be clamped.





3. Lay the material to be clamped on the bars, between the jaws, using protective blocks to keep the jaws from damaging the finished stock.

4. Tighten the clamps by turning the handles, wheels or cranks.



OPERATION SHEET
SC-3-10

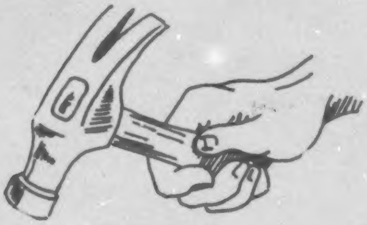
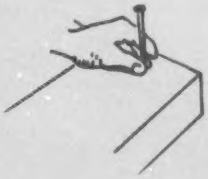
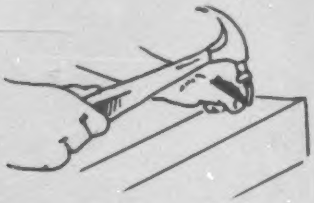
COMPETENCY: Drive Nails and Dowels with a Claw Hammer

COURSE: Upholstery

UNIT III: Construction and Build-Up

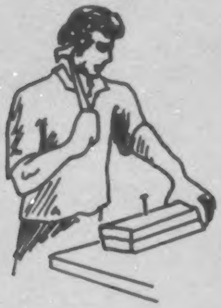
OBJECTIVE: The student will be able to nail or dowel reconstructed or repaired frames

Page 1 of 2 pages

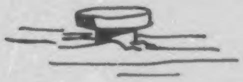
COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Hold the hammer with fingers underneath and thumb alongside or on top of the handle. 	NOTE: Except for light blows, the handle is held close to the end.
2. Hold the nail between the fingers and thumb of the other hand, using the rest of the hand to help position the nail. 	
3. Rest the face of the hammer on the head of the nail and raising the hammer slightly give the nail a light tap. 	NOTE: This starts the nail and will help to set the aim of the nail.

COMPETENCE - PROCEDURE/STEPS	TEACHING/LEARNING ACTIVITIES

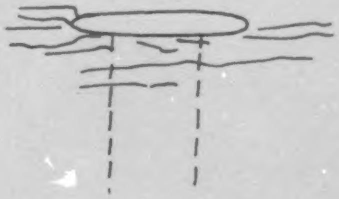
4. Line the hammer up so that the nail is struck squarely so the nail won't be bent nor the wood marred.



5. Drive the nail until the head is almost level with the surface of the wood.



6. Finish driving the nail with light blows so as not to damage the surface of the wood.



OPERATION SHEET
SC-3-11

COMPETENCY: Use the Steel Band Webbing Stretcher

COURSE: Upholstery

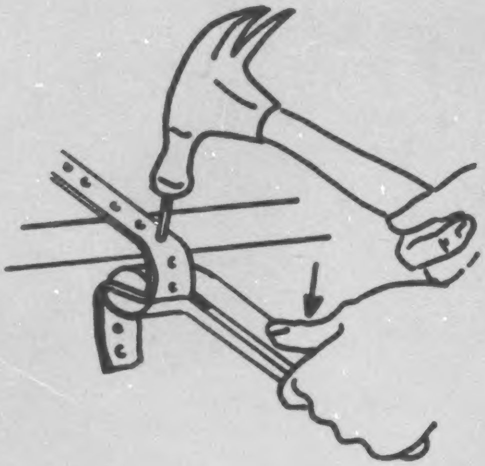
UNIT III: Construction and Build-up

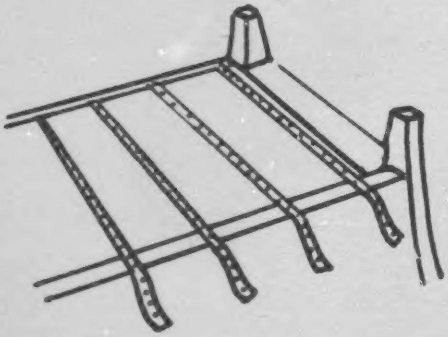
OBJECTIVE: The student will be able to stretch and fasten steel webbing

Page 1 of 1 page

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES

1. Grip stretcher in left hand with fingers underneath and thumb resting on top of handle.
2. Slide loose end of webbing into stretcher right to left.
3. Brace heel of stretcher against frame.
4. Apply downward pressure until such time as nail opening appears on top rail.
5. Place nail in opening and drive it flush to the rail using a claw hammer.





OPERATION SHEET
SC-3-12

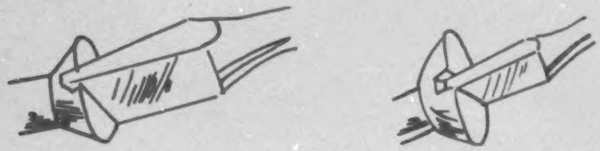
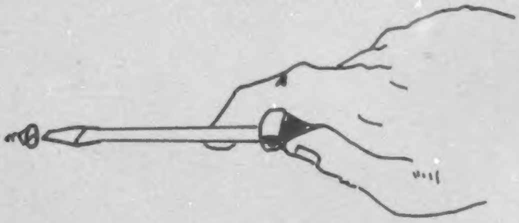
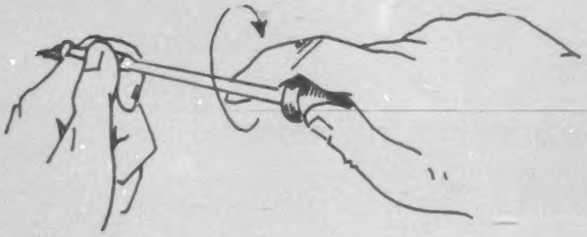
COMPETENCY: Drive and Remove Wood Screws with Screwdriver

COURSE: Upholstery

UNIT III: Construction and Build-Up

OBJECTIVE: The student will be able to install wood screws accurately

Page 1 of 1 page

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Select a screwdriver fitted to the work. 	NOTE: Screwdriver must fit the screwhead or damage will result. If the screwdriver is too small, it could be broken or the screw could be ruined. If the screwdriver is too big, the wood may be marred or the screw broken.
2. Hold the handle firmly in the palm with the thumb and forefinger extended along the handle. 	
3. Apply forward pressure while turning the screwdriver clockwise. 	NOTE: The left hand should be used to steady the tip of the screwdriver and to hold the tip in the slot when taking a new grip on the handle.
4. Drive screws to their full depth, being careful not to mar the screw head or the work.	NOTE: In hardwood, beeswax may be applied to the thread of the screw to make them easier to drive.

OPERATION SHEET
SC-3-13

COMPETENCY: Use a Paint Brush

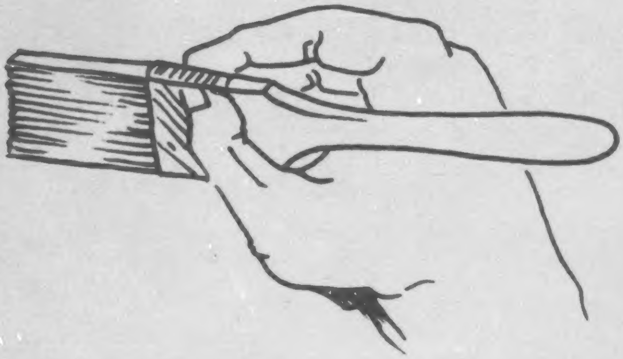
COURSE: Upholstery

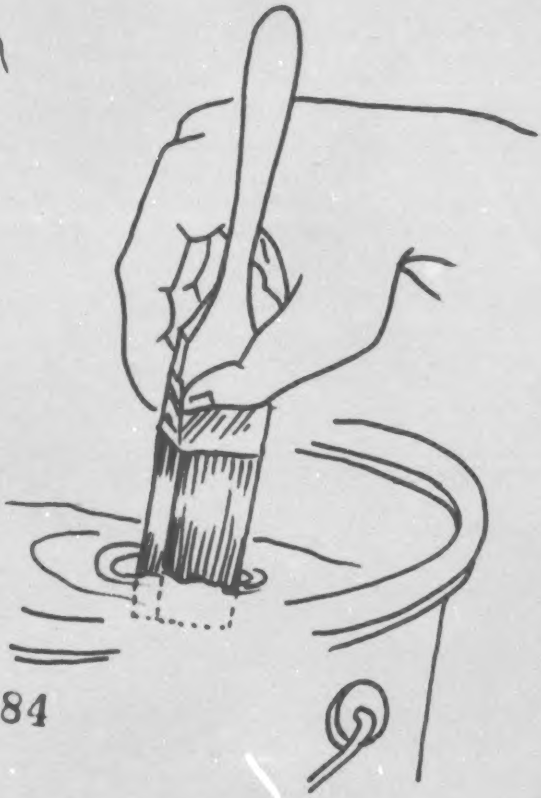
UNIT III: Construction and Build-Up

OBJECTIVE: The student will be able to properly load a paint brush with paint

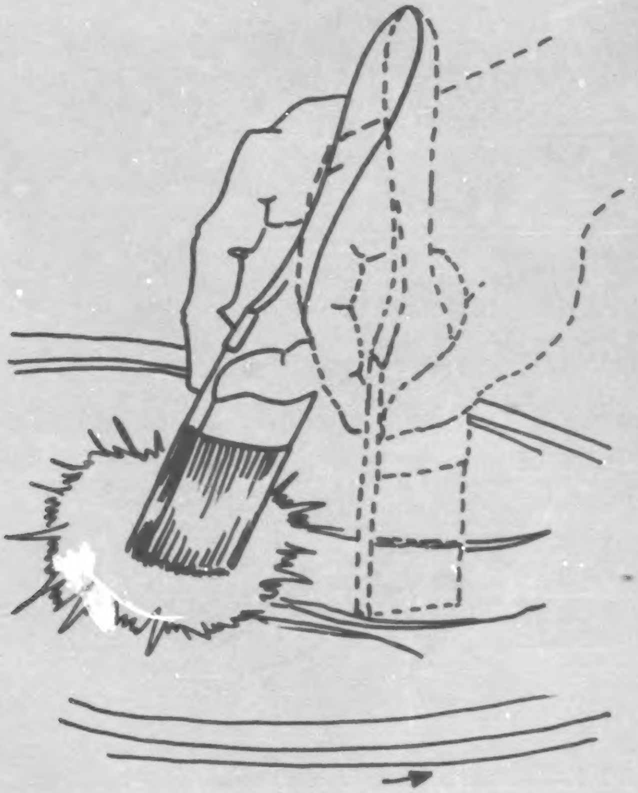
Page 1 of 3 pages

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Hold the paint brush as a pencil would be held, making it possible to brush easily in either direction.	NOTE: If a painter uses a paint brush correctly, he won't get as tired as he would if he used it incorrectly. He will also get a more professional job and waste less paint by using the paint brush correctly.
2. Dip less than half the length of the bristles into the paint.	



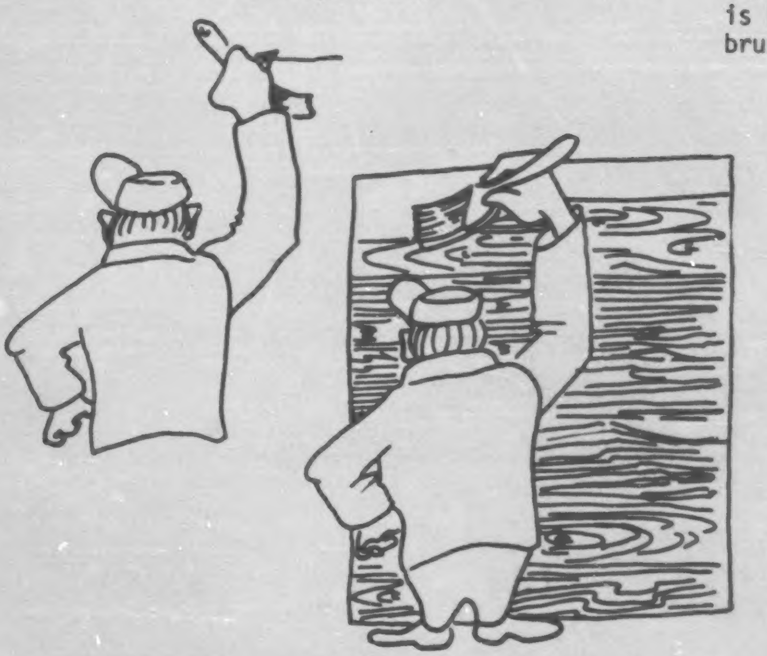


3. Set the paint into the bristles by slapping the bristles gently against the inside of the can.

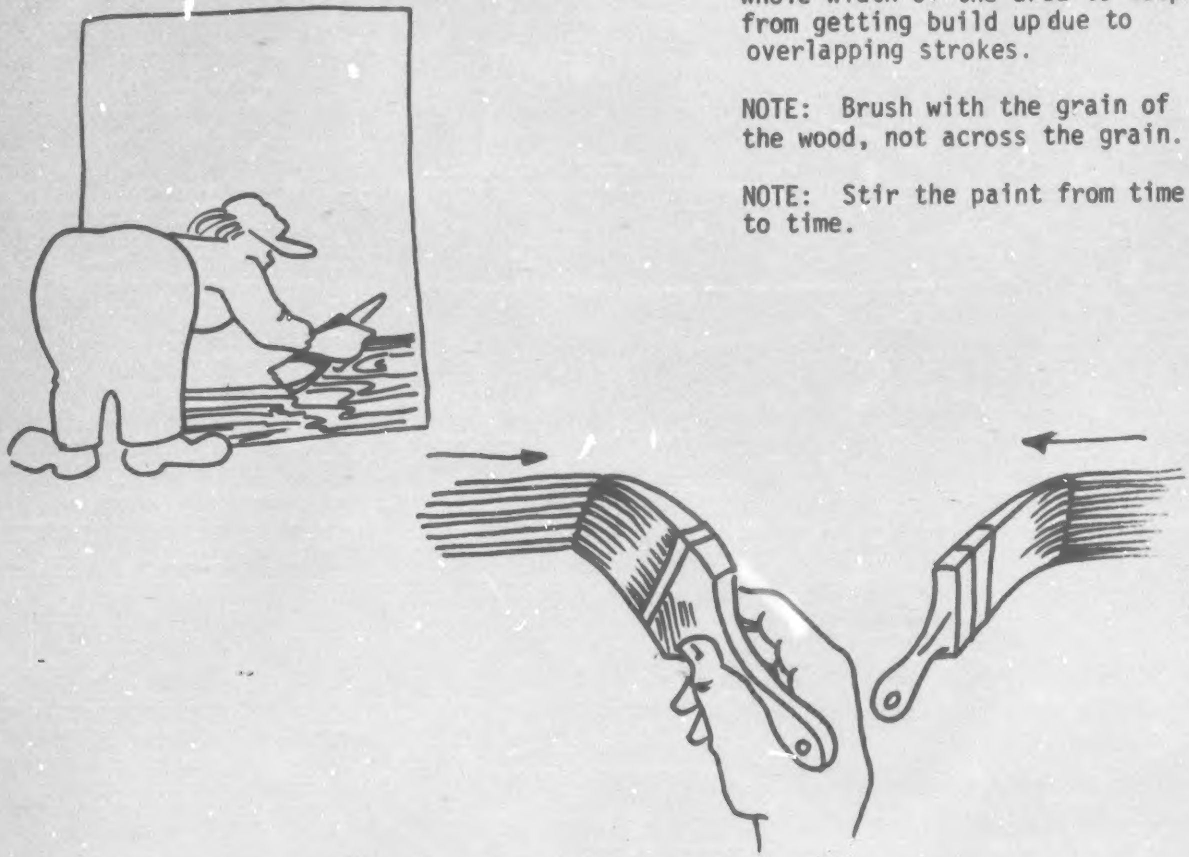


4. Start painting at the top of the area to be painted.

NOTE: The brush will always leave a mark where the stroke is begun, but not where the brush is lifted from the surface.



COMPETENCE - PROCEDURE/STEPS	TEACHING/LEARNING ACTIVITIES
5. Apply a thin, even coat back and forth.	NOTE: When possible, paint the whole width of the area to keep from getting build up due to overlapping strokes. NOTE: Brush with the grain of the wood, not across the grain. NOTE: Stir the paint from time to time.



OPERATION SHEET
SC-3-14

COMPETENCY: Remove Surfaces with a Hooked Scraper

COURSE: Upholstery

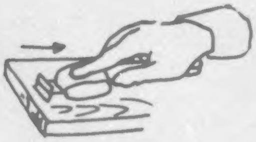
UNIT III: Construction and Build-Up

OBJECTIVE: The student will be able to remove old surfaces to prepare for finish

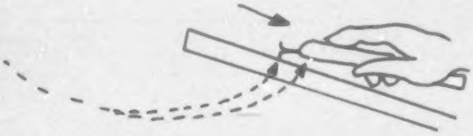
Page 1 of 2 pages

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES

1. Hold the handle of the scraper in one hand with index finger extended on top of the handle.

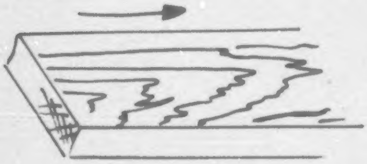


2. Hold the scraper on the wood with the handle raised just enough to have the formed part of the handle clear the surface of the stock.

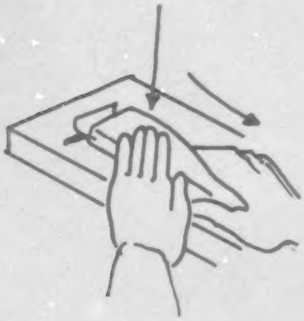


3. Starting near the far end of the board, apply pressure to the blade with index finger while pulling the blade toward oneself.

NOTE: Scrape with the grain.



4. Apply steady, uniform pressure and use long, steady strokes.

COMPETENCE - PROCEDURE/STEPS	TEACHING/LEARNING ACTIVITIES
5. Lift the scraper on the return stroke to avoid dulling the blade. 	NOTE: When much material needs to be removed, hold the handle in one hand and apply pressure to the scraper with the palm of the other hand.

OPERATION SHEET
SC-3-15

COMPETENCY: Sand Show Wood by Hand

COURSE: Upholstery

UNIT III: Construction and Build-Up

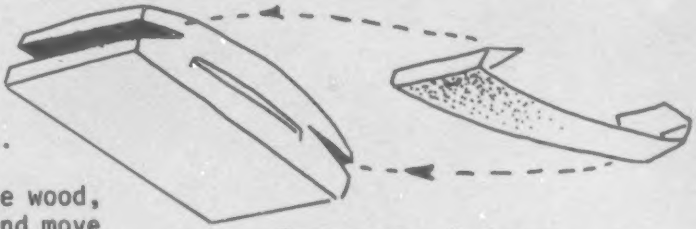
OBJECTIVE: The student will be able to hand show wood to finish smoothness

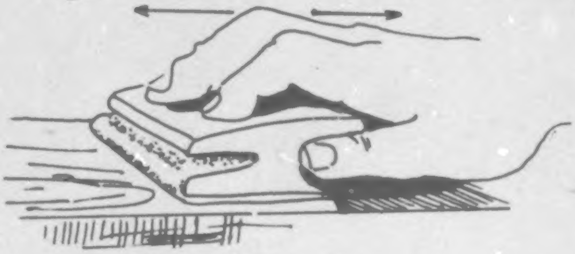
Page 1 of 1 page

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES

SAND A FLAT SURFACE:

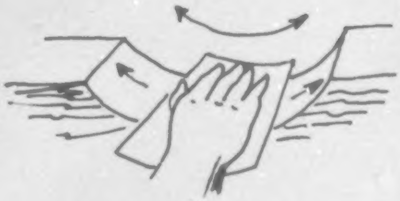
1. Select suitable abrasive.
2. Attach paper to sanding block.
3. Hold the sandpaper against the wood, apply pressure to the block and move it back and forth with the grain.
4. Sand the edges and ends carefully so as not to round the corners.
5. Work from coarse to finer grit papers.



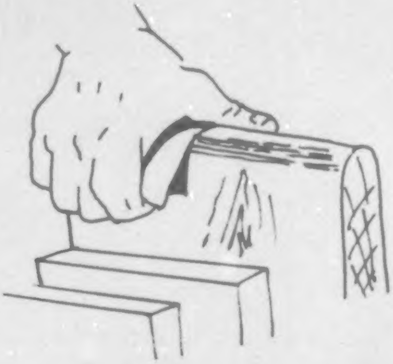


SAND CURVED SURFACES:

1. Select suitable abrasive papers.
2. Shape the paper to the curve with the palm of the hand or the fingers.
3. Keep an even pressure on the paper which is touching the wood.
4. Move the paper back and forth with the grain, being careful to retain the original shape of the curve.



NOTE: In some cases, the corners may need to be rounded slightly to avoid chipping and splintering.



OPERATION SHEET
SC-3-16

COMPETENCY: Drill Holes with an Electric Drill

COURSE: Upholstery

UNIT III: Construction and Build-Up

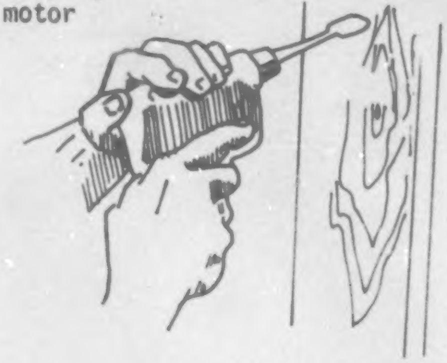
OBJECTIVE: The student will be able to drill good clean holes applying the proper amount of pressure

Page 1 of 1 page

COMPETENCE - PROCEDURE/STEPS
The student will be able to:

TEACHING/LEARNING ACTIVITIES

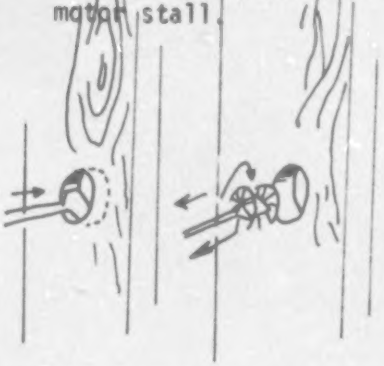
1. Center the bit on the rail and apply pressure on the drill, keeping the bit perpendicular to the frame and keeping a good tight grip on the drill motor with both hands.



NOTE: Too little pressure will make the drill bit cut too slowly. Too much pressure will make the motor stall.

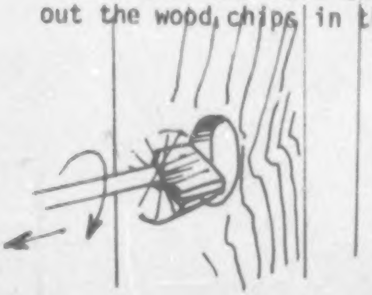
2. Squeeze the trigger and keep pushing gently.

3. Continue pushing until the bit is all the way through the rail.



NOTE: This makes the bit easy to take out of the hole and it cleans out the wood chips in the hole.

4. Keeping the drill motor running and perpendicular to the frame and keeping a good tight grip on the motor, use both hands to pull the motor back towards oneself.



OPERATION SHEET
SC-4-1

COMPETENCY: Use Channel Fillers

COURSE: Upholstery

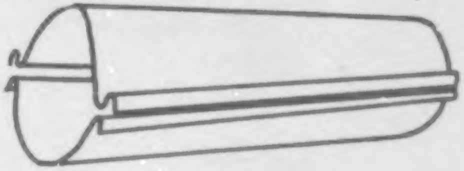
UNIT IV: Inner Construction

OBJECTIVE: The student will be able to fill channels so that they are uniform and firm

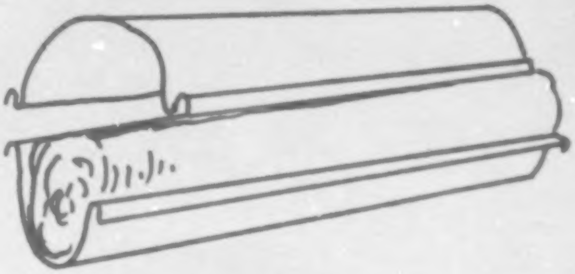
Page 1 of 1 page

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES

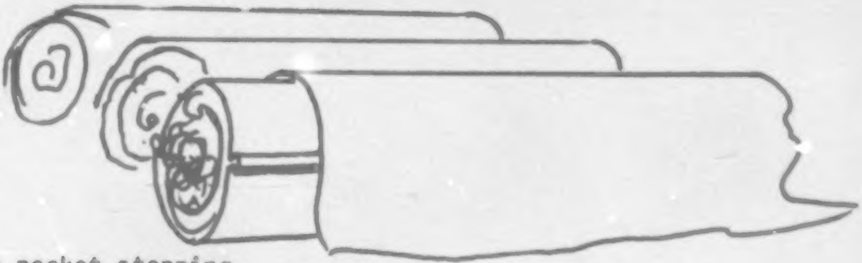
1. Roll filling and place in an open channel tin.



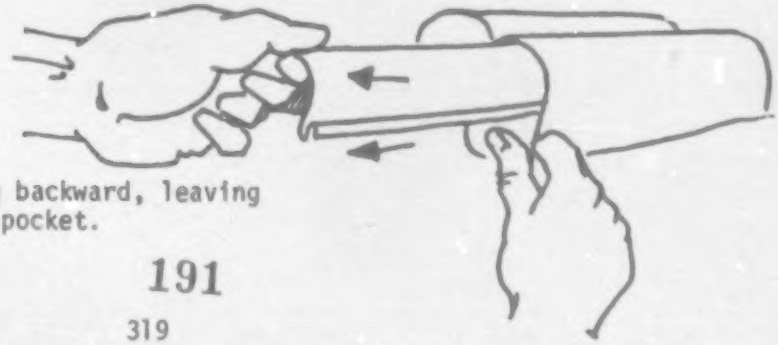
2. Depress filling while applying pressure with top channel tin.



3. Grip tins tightly and insert into prepared pocket.



4. Slide channel tins into pocket stopping when filling is in desired position.



5. Remove tins by pulling backward, leaving filling intact inside pocket.

OPERATION SHEET
SC-4-2

COMPETENCY: Use the Stuffing Iron

COURSE: Upholstery

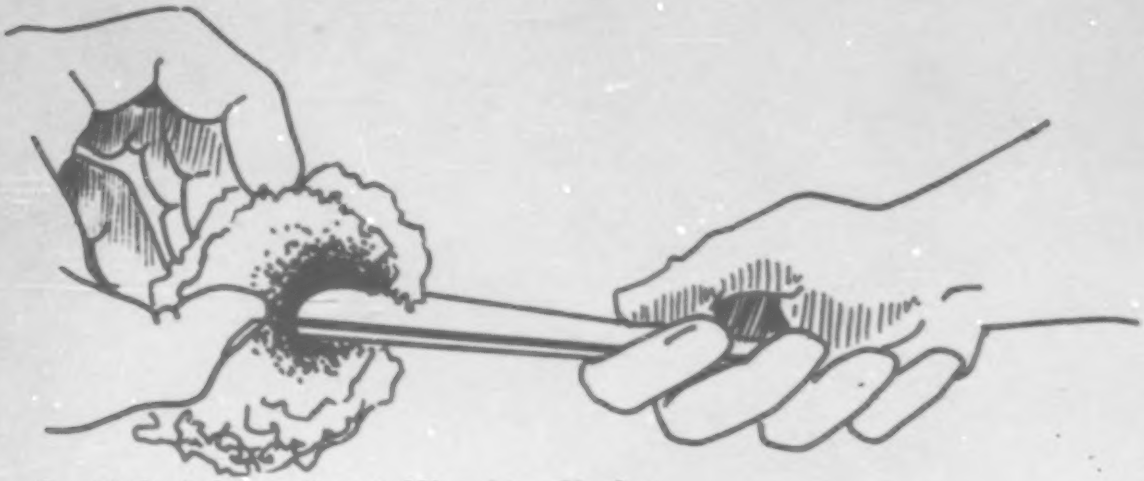
UNIT IV: Inner Construction

OBJECTIVE: The student will be able to stuff filling into difficult areas

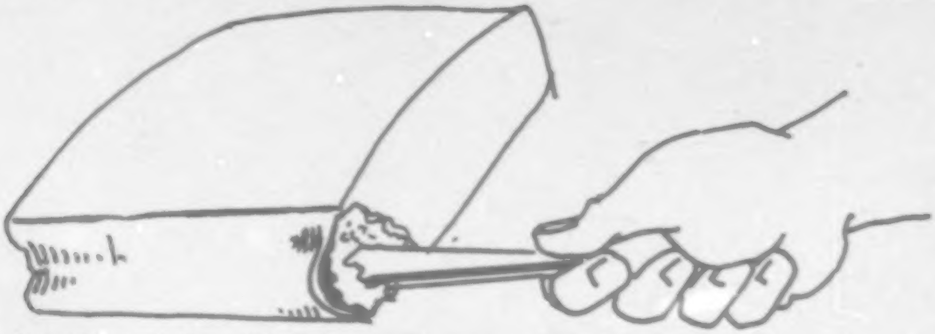
Page 1 of 1 page

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES

1. Grasp the iron between the thumb and fingers of one hand near the handle.



2. While holding the stuffing iron firmly in one hand, a piece of wadding is placed over the tapered end with the free hand.



3. The tapered end with the wadding is positioned where needed. ←

4. Push the wadding into place, taking care not to pierce the fabric.

OPERATION SHEET
SC-4-3

COMPETENCY: Use a Rubber Cutter

COURSE: Upholstery

UNIT IV: Inner Construction

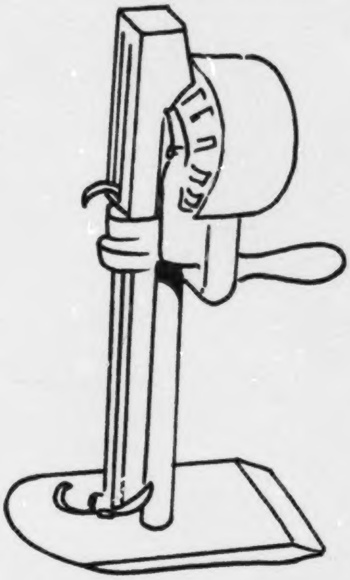
OBJECTIVE: The student will be able to cut rubber to size and shape

Page 1 of 1 page

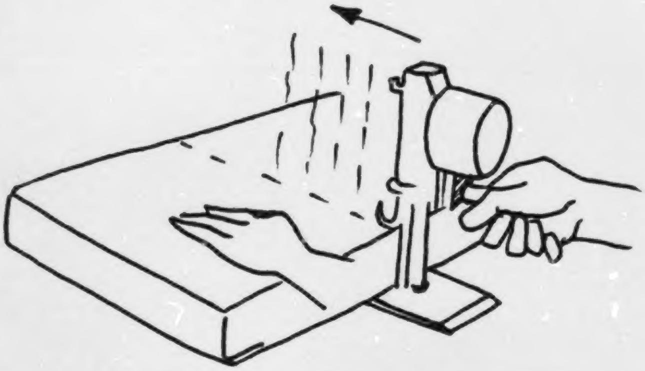
COMPETENCE - PROCEDURE/STEPS
The student will be able to:

TEACHING/LEARNING ACTIVITIES

1. Set cutter on stand in an upright position.



2. Position cutter against rubber in line with cutting mark.



3. Secure rubber to table with pressure of one hand.

4. Turn cutter on and with steady movement guide cutter through rubber and along marked line.

NOTE: Cutter must be kept vertical to insure a plumb cut.

NOTE: When operating cutter, safe work practices are most important.

OPERATION SHEET
SC-4-4

COMPETENCY: Use a Cushion Filling Machine

COURSE: Upholstery

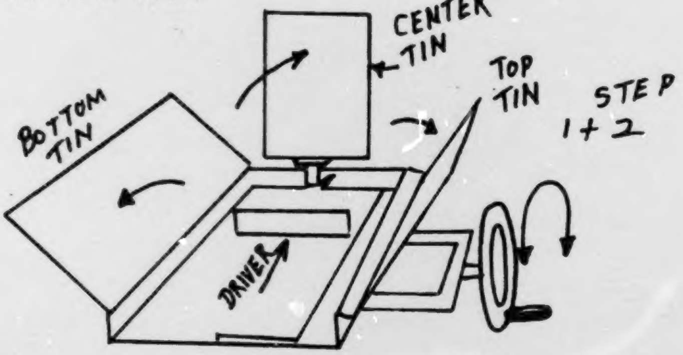
UNIT IV: Inner Construction

OBJECTIVE: The student will be able to fill cushions with a cushion filling machine to distribute filling evenly

Page 1 of 2 pages

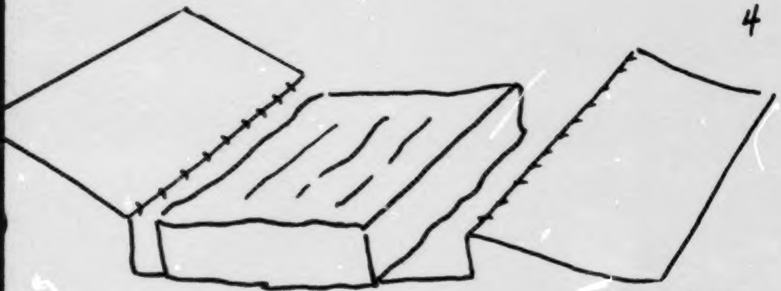
COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Set driver arm in rear position.	NOTE: Power machines have an electric drive. Manual machines utilize a foot lever drive.

2. Lift lid of machine to open.
    a. Move top tin up and to the right, lifting with right hand.
    b. Move center tin straight upward to the rear.
    c. Move bottom tin up and to the left with the left hand.



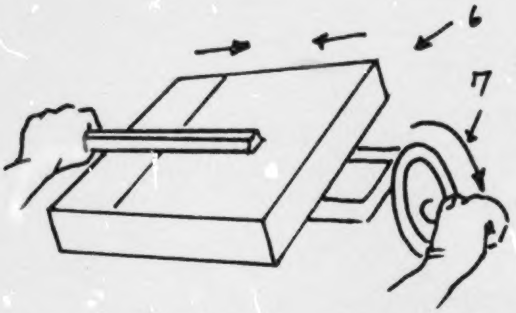
3. Open machine to desired width, turning handle clockwise to close, counter-clockwise to open.

4. Insert filling material.

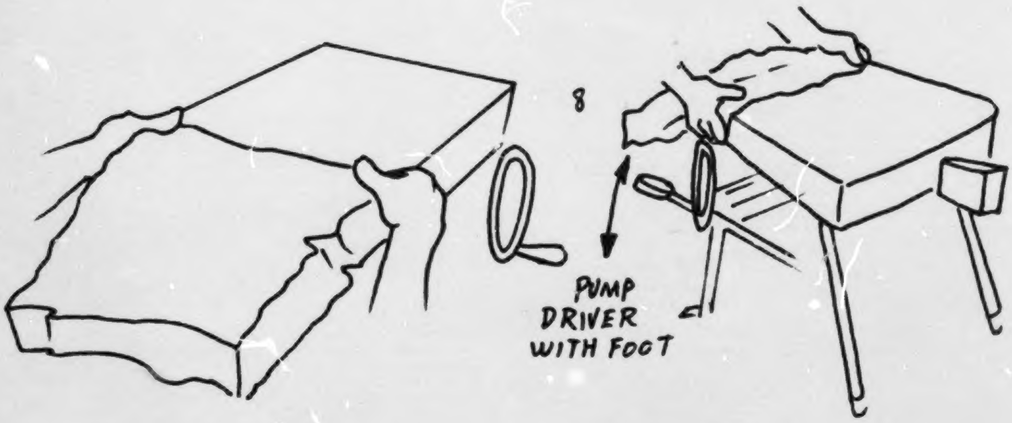


COMPETENCE - PROCEDURE/STEPS TEACHING/LEARNING ACTIVITIES

5. Compress filling:
   a. drop left tin.
   b. drop center tin.
   c. drop right tin.
6. Lock in place with pressure on the right tin.
7. Close machine to width turning handle clockwise with right hand.



8. Slide open end of casing onto machine.



9. Hold casing taut while driver forces filling into casing.

OPERATION SHEET
SC-4-5

COMPETENCY: Use a Cushion Closing Equalizer

COURSE: Upholstery

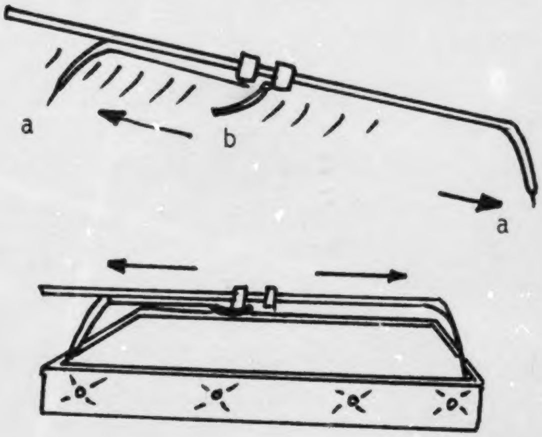
UNIT IV: Inner Construction

OBJECTIVE: The student will be able to close cushions distributing fabric evenly

Page 1 of 1 page

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES

1. Place points (a) behind welting on cushion.
2. Spread the equalizer until the edge of the cover and boxing are fairly taut.
3. Depress spring clip (b).
5. Blind stitch cushion.
6. Release spring clip, (b), and remove equalizer.



OPERATION SHEET
SC-4-6

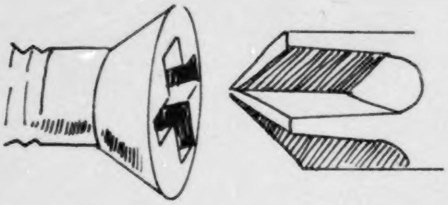
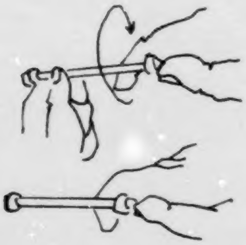
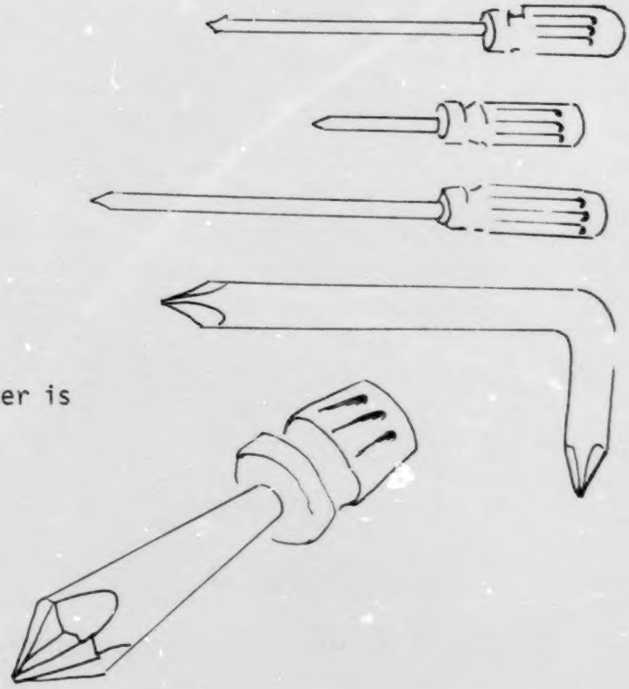
COMPETENCY: Adjust, Tighten and Remove Fasteners with a Phillips Head Screwdriver

COURSE: Upholstery

UNIT IV: Inner Construction

OBJECTIVE: The student will be able to remove or replace screws with phillips head screwdriver

Page 1 of 1 page

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Place tip of phillips screwdriver into slotted fastener--firmly, squarely. 	NOTE: Be sure to hold the screwdriver straight; if the tip slips out of the slots, the screw will be damaged and serious injury is possible.
2. Twist phillips screwdriver to the left to remove fastener and to the right to tighten the fastener. 	NOTE: Phillips head screwdrivers come in a wide variety of sizes. 
3. Continue turning until the fastener is completely tightened or removed.	

OPERATION SHEET
SC-4-7

COMPETENCY: Tighten and Loosen Fasteners with an Open End Wrench

COURSE: Upholstery

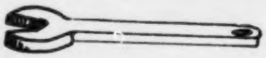
UNIT IV: Inner Construction

OBJECTIVE: The student will be able to safely and effectively use the open end wrench

Page 1 of 1 page

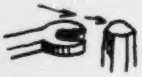
COMPETENCE - PROCEDURE/STEPS
The student will be able to:

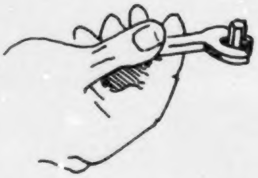
TEACHING/LEARNING ACTIVITIES



1. Place the open end wrench over the fastener.

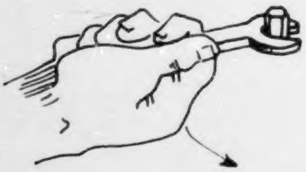
NOTE: The open end wrench is designed to slip straight onto the fastener. Be sure of a good fit.

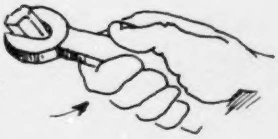




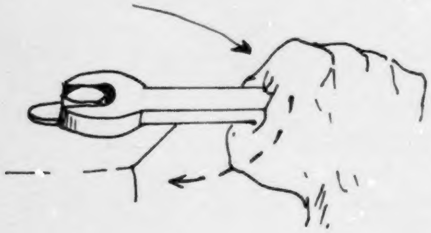
2. Pull the wrench handle to tighten or loosen the fastener.

NOTE: Tightening is usually clockwise, loosening is usually counterclockwise.





3. Position oneself so that it is always possible to pull instead of push.



NOTE: Final tightening or original loosening may require the use of two hands.

OPERATION SHEET
SC-4-8

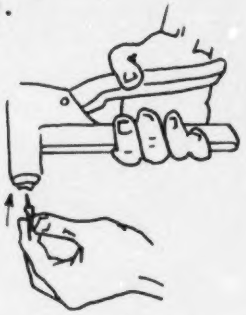
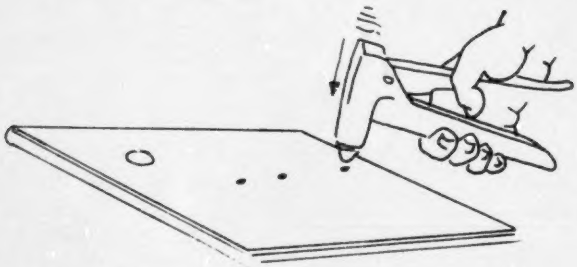
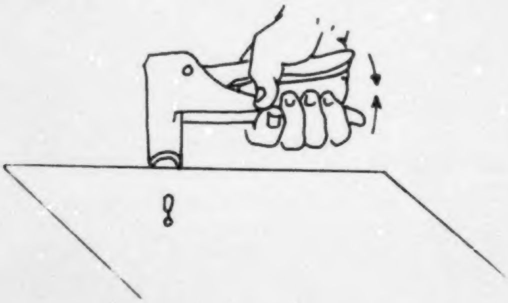
COMPETENCY: Rivet with a Pop Rivet Gun

COURSE: Upholstery

UNIT IV: Inner Construction

OBJECTIVE: The student will be able to properly apply rivets with the pop rivet gun

Page 1 of 1 page

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Open handle completely and insert rivet mandrel into nosepiece until rivet head is in contact with face of nosepiece. 	
2. CLose handle lightly until contact is made between rivet mandrel and riveter jaw , then using riveter as a guide, insert rivet into hole of unit to be riveted. 	NOTE: Bottom face of rivet head and outer surface of unit to be riveted must be in contact at this time.
3. Squeeze movable handle down until rivet is set. 	

OPERATION SHEET
SC-4-9

COMPETENCY: Use Hog Ring Pliers

COURSE: Upholstery

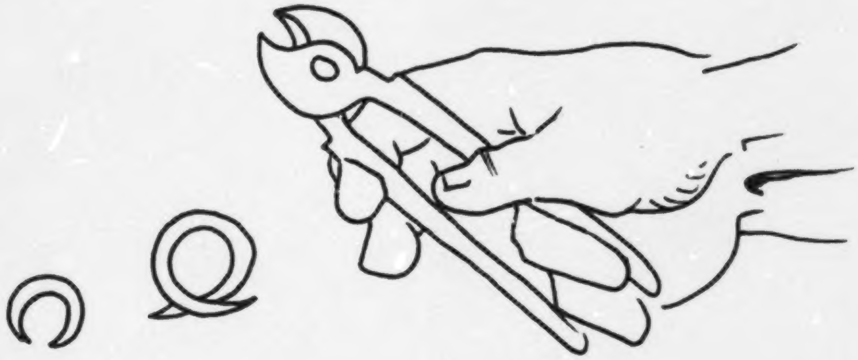
UNIT IV: Inner Construction

OBJECTIVE: The student will be able to upholster car seats using hog ring pliers

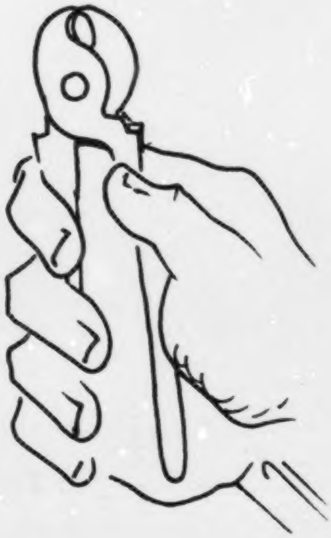
Page 1 of 1 page

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES

1. Grasp pliers with thumb over top handle, fingers under and around bottom handle.



2. Open pliers in palm of hand by securing one handle with three fingers against palm and extending opposite handle with forefinger and thumb.
3. Insert hog ring to jaws of pliers.
4. Position open pliers exactly where fabric is stretched.
5. Squeeze handles together to insert hog ring into position.



OPERATION SHEET
SC-5-1

COMPETENCY: Cut Curves with the Coping Saw

COURSE: Upholstery

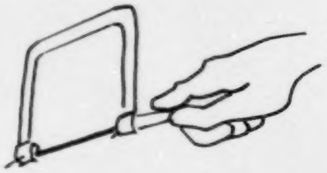
UNIT V: Outside Trim

OBJECTIVE: The student will be able to lay out and accurately cut curves on wood panels

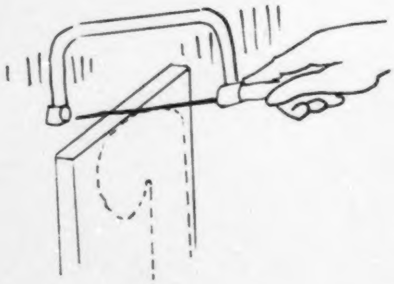
Page 1 of 1 page

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES

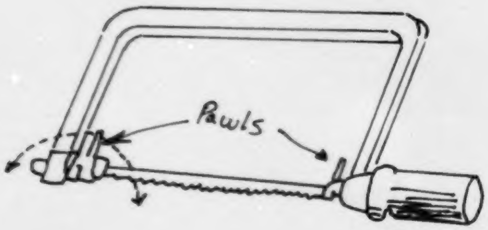
1. Hold material on a firm base (clamp if necessary).
2. Insert blade with teeth pointing forward.
3. Hold handle of saw in palm of hand with thumb and index finger extended along the handle.



4. Hold the saw in a vertical position .
5. Saw with short, choppy strokes, moving the rear of the saw frame in order to follow line.



6. When necessary, turn the pawls to cut curves.



NOTE: To adjust pawls for easier cutting, loosen handle slightly, rotate both pawls to desired position, retighten handle.

NOTE: Small pieces of material should be clamped to prevent movement.

OPERATION SHEET
SC-5-2

COMPETENCY: Shape and Smooth Curved Surfaces with a Wood Rasp or File

COURSE: Upholstery

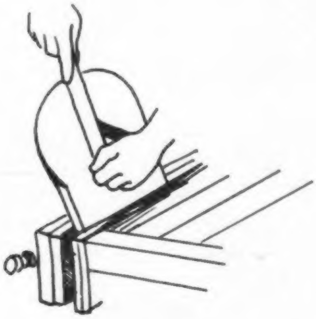
UNIT V: Outside Trim

OBJECTIVE: The student will be able to shape and smooth panels

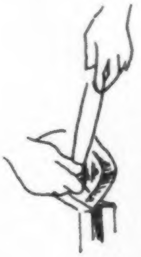
Page 1 of 2 pages

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES

1. Hold the handle of the file in one hand with index finger stretched out on top the file and hold the point of the file with the thumb and first two fingers of the other hand.



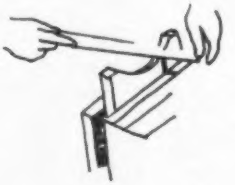
2. File end-grain or convex-curved surfaces with forward strokes diagonally across the grain.



3. Lift the file and move it back to make the next stroke.

NOTE: Don't drag the file back across the wood.

COMPETENCE - PROCEDURE/STEPS	TEACHING/LEARNING ACTIVITIES
4. File concave surfaces by holding the file across the work and filing the same way as before.	NOTE: File only on the forward motions and lift the file back.



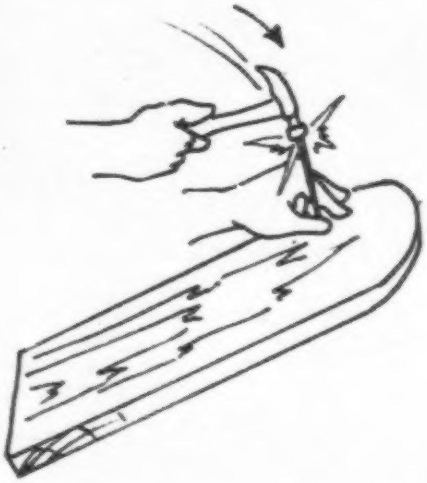
OPERATION SHEET
SC-5-3

COMPETENCY: Drive Brads or Decorative Nails with a Tack Hammer

COURSE: Upholstery UNIT V: Outside Trim

OBJECTIVE: The student will be able to attach panels and decorative nails

Page 1 of 1 page

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES
1. Hold the hammer with fingers underneath and thumb alongside or on top of the handle, grasping the handle close to the end. 2. Hold the brad between the fingers and thumb of your hand, using the rest of the hand to position the brad. 3. Rest the solid end of the hammer on the head of the brad and raising the hammer slightly give the brad a light tap to start and set the aim of the brad. 4. Drive the brad until the head is level with the surface of the fabric.	 NOTE: Except for light blows the handle is held close to the end.

OPERATION SHEET
SC-5-4

COMPETENCY: Cut Fabric with Utility Knife

COURSE: Upholstery

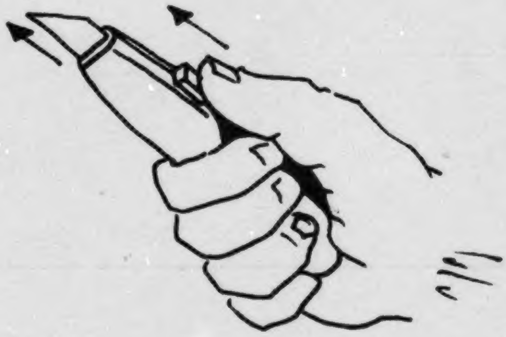
UNIT V: Outside Trim

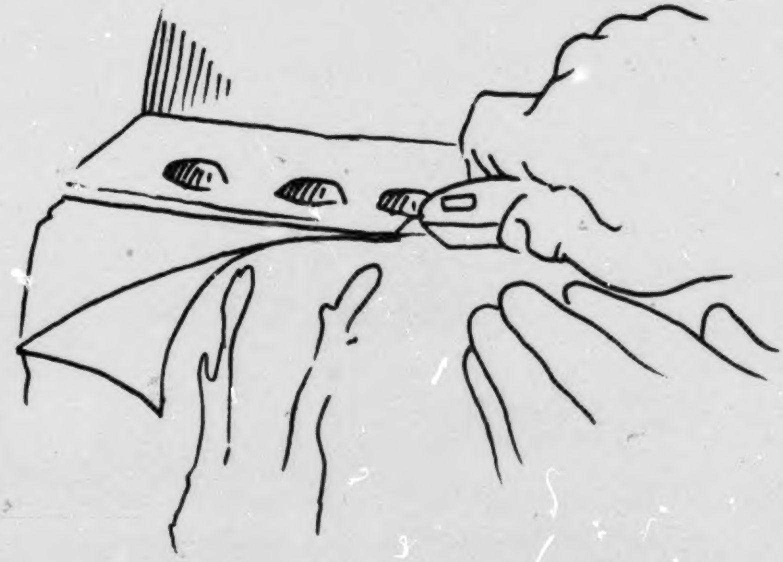
OBJECTIVE: The student will be able to properly and safely cut excess fabric from outside

Page 1 of 1 page

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES

1. Push button on knife handle to expose blade.
2. Place knife through material into the groove.
3. Applying pressure down and pulling knife towards oneself, cut along groove.
4. Finish the cut and push the button to cover the blade.





OPERATION SHEET
SC-5-5

COMPETENCY: Use a Sabre Saw

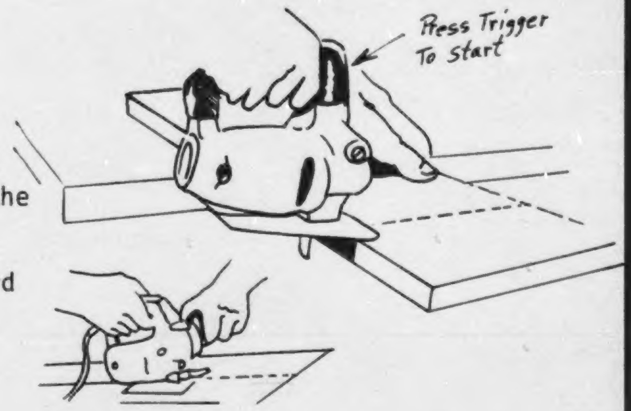
COURSE: Upholstery — UNIT V: Outside Trim

OBJECTIVE: The student will be able to cut panels accurately with a sabre saw

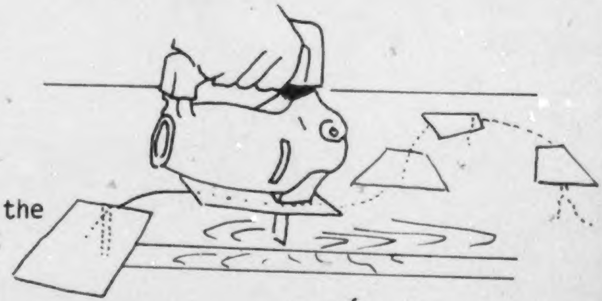
Page 1 of 2 pages

COMPETENCE - PROCEDURE/STEPS
The student will be able to: — TEACHING/LEARNING ACTIVITIES

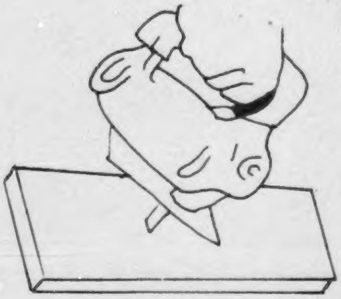
1. Select and install proper blade.
2. Place workpiece on bench or sawhorses.
3. Plug in the saw.
4. Place the saw on top of the work with the blade near the starting point.
5. Turn on the saw and move the saw forward into the work.
6. Watch the cutting line just forward of where the blade is cutting.
7. Guide the saw by moving the rear of the saw left or right.
8. Feed the saw into the work very slowly when making sharp curves.



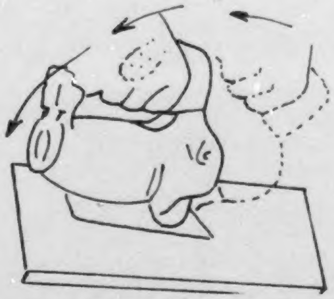
NOTE: When making a square cutout, make the first cut straight into the corner. Back up a short distance and cut around the corner. Then square up the corner by shaving in the opposite direction.



NOTE: Cut out in the middle of a piece of stock, tip the saw forward on the front part of the base. The tip of the blade at this point should fall somewhere within the cutout.



9. Turn on the saw and lowering the rear of the saw slowly, allow the blade to cut through the material.



COMPETENCE - PROCEDURE/STEPS	TEACHING/LEARNING ACTIVITIES
10. When the blade has penetrated the work completely, place the base flat on the stock and finish the cut.	NOTE: Lay the saw on its side when not in use.
11. Turn off the switch and allow the motor to come to a stop before removing the saw from the work.	

OPERATION SHEET
SC-5-6

COMPETENCY: Use a Finishing Sander (Oscillating)

COURSE: Upholstery

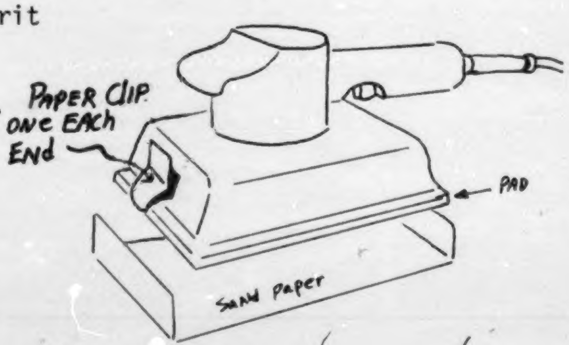
UNIT V: Outside Trim

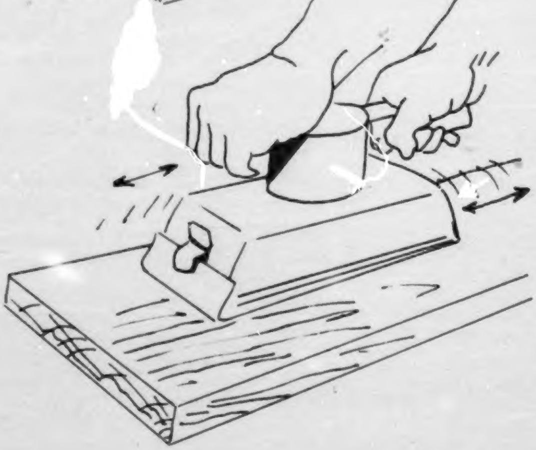
OBJECTIVE: The student will be able to sand trim accurately with an oscillating sander

Page 1 of 1 page

COMPETENCE - PROCEDURE/STEPS The student will be able to:	TEACHING/LEARNING ACTIVITIES

1. Install a sanding sheet of the proper grit size to the sanding pad.
2. Having the switch in the "OFF" position, connect to the power source.
3. Clamp the workpiece if necessary.
4. Set the sander on the work and start the motor.
5. Move the sander back and forth slowly over the work in an overlapping pattern.
6. Use successively finer grit until the desired finish is obtained.
7. Lift the sander from the work before stopping the motor and wait until the motor stops before setting it down.





INFORMATION SHEET
IL-2-1

TITLE: Burlap Characteristics Page 1 of 1 page

COURSE: Upholstery UNIT II: Preparation

Burlap serves as a base for stuffing and has three important functions:

a. it covers the springs where spring construction is used.
b. it covers webbing and acts as a base when no springs are used.
c. it is used to make finger rolls.

Burlap is a strong coarse fabric woven primarily from jute fibers. It is graded by the weight per yard. The grades start as low as 5 ounces per yard and reach a high of 14 ounces per yard. Widths will range from 36 to 100 inches. The most common width used in shops is 40" wide. The weights commonly used will range from 10 ounces to 14 ounces depending upon its function.

INFORMATION SHEET
IL-2-2

TITLE: Finger Rolls

Page 1 of 1 page

COURSE: Upholstery

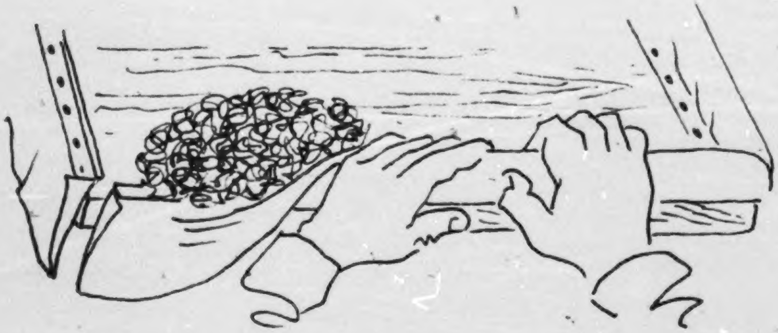
UNIT II: Preparation

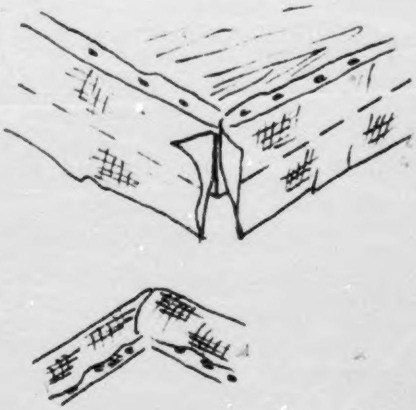
1. Finger rolls are primarily used to eliminate hard, sharp edges that cause fabric wear.

2. The size of the roll will be determined by the height of a particular piece.

   EXAMPLE: Standard height of a chair is 17" from floor, therefore a frame standing 16" from floor should have a finger roll not exceeding 1" in diameter.

3. It is important that rolls not exceed 1 1/2" in diameter. When they become too large they will break down and not remain firm.





INFORMATION SHEET
IL-2-3

TITLE: Types of Filling Materials
Page 1 of 2 pages

COURSE: Upholstery
UNIT II: Preparation

The quality of stuffing is determined by its resilience. That is its ability to spring back after having been depressed. The better the quality the more quickly it will resume its original shape. Inferior grades will pack when pressed down.

Some of the most popular stuffing materials are:

TOW--made from stems of flax plants. It is inexpensive, easy to work with but packs very easily. For this reason it is used as a base for better quality stuffing.

SISAL--made from leaves of the sisal hemp plant. Like tow it is easy to work with and inexpensive but packs easily. It is also used as a base for better quality stuffing.

PALM FIBER--produced from processing palm leaves. Slightly better qualities than tow or sisal but used mainly as a base for better quality filling.

KAPOK--derived from seeds of the kapok tree. It is very soft and is frequently used as stuffing for life preservers. Unfortunately, kapok tends to separate and pack down into uncomfortable lumps.

COTTON--it is a seed fiber and is used extensively in upholstery. It is used both as a stuffing for cushions and pillows as well as a protective layer between the outer upholstery cover and the stuffing material. It is also used to stuff arms, channels, tufts and corners. It has a tendency to break down and form lumps.

MOSS--it is not a true moss but hangs in long strands from trees taking both nourishment and moisture from the air. It is second only to animal hair as being resilient. Moss is purchased by the pound and is easy to work with.

ANIMAL HAIR--best quality of material for stuffing upholstered furniture. Very resilient and ages well. Its major drawback is that it must be mothproofed before being used.

The four types used are:

a. horse hair--best type taken from mane and tail
b. cattle hair--next in quality taken from the tail
c. hogs hair--good quality because it is short; it is mixed with cattle and horse hair.
d. rubberized hair--produced through a process whereby the individual hair is covered. It comes in three grades but only the firm is recommended for upholstery.

DOWN--it is the short fluffy feather found in young birds or close to the skin of grown birds. It is lightweight and an excellent insulator. Very expensive.

INFORMATION SHEET
IL-2-4

TITLE: Webbing, Sizes and Types
Page 1 of 2 pages

COURSE: Upholstery
UNIT II: Preparation

Webbing is used to provide support for the upholstery materials from which the seats of open furniture frames are constructed. Because of its major role in construction a high grade of webbing should be chosen. Installed properly it should give many years of trouble-free use.

Types of webbing:

JUTE WEBBING--available in 3", 3 1/2" and 4" widths, the 3 1/2 inch width being the most commonly used. Jute webbing can be purchased by the yard, and in 72 yard rolls.

The color is khaki and available in three grades. A stripe running along each edge denotes the quality. Red stripe indicates top quality while a black stripe denotes the lowest.

STEEL WEBBING--available in 5/8", 3/4", and 1" widths, the 3/4 inch width is the most common. Steel webbing is usually sold in 75' rolls. Steel webbing is used on low end furniture and as a support when repairing jute webbing.

Steel webbing is most often attached to the frame with 1" nails. The webbing is perforated to facilitate nailing. It is available in a straight, plain strip or a corrugated surface to facilitate the attachment of springs.

COTTON WEBBING--can be purchased in widths ranging from a narrow 1/2" to as wide as 2". It is not as strong as jute therefore, its main use is the support of inside arms and backs.

PLASTIC WEBBING--can be purchased in widths ranging from 3/4" to 5" and in a variety of colors. It functions not only as webbing but as the seat itself. Used mainly on lawn and outdoor furniture.

RUBBER WEBBING--usually purchased in 1 3/4" widths. It can be found on modern or contemporarily styled furniture. Installing rubber webbing is less expensive but it deteriorates rapidly.

INFORMATION SHEET
IL-2-5

TITLE: Power Sewing Machine

Page 1 of 1 page

COURSE: Upholstery

UNIT II: Preparation

GETTING TO KNOW YOUR SEWING MACHINE:

1. Push machine plug into receptacle.
2. Connect power line plug to electrical outlet.
3. Turn on the machine and to control speed press on foot control. The harder you press, the faster the machine will sew.
4. To turn off machine, push to "OFF" position.

BEFORE OPERATING MACHINE FOR SAFETY'S SAKE LEARN:

a. to set needle
b. thread needle
c. remove bobbin
d. wind bobbin
e. to thread bobbin case and replace in shuttle
f. how to begin sewing
g. adjust tensions
h. regulate length of stitch
i. how to remove work

Each company furnishes instruction booklets for their machines. Be familiar with your machine.

SPECIAL ATTACHMENTS:

Upholstery students should practice with flat foot for regular seams, cording foot for placing cords and zipper foot for sewing zippers in cushions.

CARE OF MACHINE:

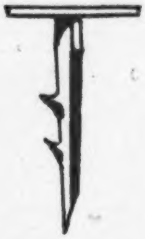
1. Clean and lubricate your machine, lubricate each day you sew (after lubricating, sew a few rows of stitches on scrap materials).
2. Upholstery fabric creates much lint. Each day remove lint or fluff from exposed parts.

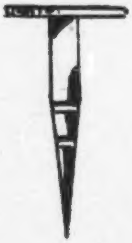
INFORMATION SHEET
IL-2-6

TITLE: Upholstery Tacks
Page 1 of 1 page

COURSE: Upholstery
UNIT II: Preparation

Upholstery tacks have a flat head, and come in a large assortment of sizes (1 ounce to 20 ounce) to meet every demand in the upholstery field. The 1 ounce size is used for construction of thin covered panels, and the 20 ounce size for tacking heavy carpeting. In actual upholstery, the 3, 4, 6, and 12 ounce sizes are used most. The size of tacks will be determined by the quality of the frame and the thickness of the material to be tacked. Webbing tacks are similar to upholsterer's tacks, except that they have barbs to give them greater holding power. They are made in two sizes, 12 and 14 ounce.





Gimp tacks have a small round head. They are used to tack cloth gimp to furniture, and also to tack outside covering to arms and backs. They come in 2, 2 1/2, 3, 4, 6, and 8 ounce sizes.

INFORMATION SHEET
IL-2-7

TITLE: Button Sizes and Types

Page 1 of 1 page

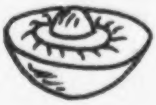
COURSE: Upholstery

UNIT II: Preparation

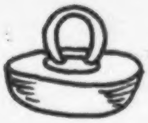
A button machine is a must in an upholstery shop.

With this device upholstery covered buttons can be made in various sizes and styles. For upholstering sizes 22, 30, 36 and 40 are most generally used. Button molds come in four types:

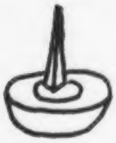
A. Tuft



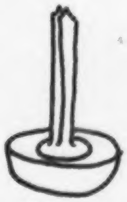
B. Loop



C. Tack



D. Clinch



INFORMATION SHEET
IL-3-1

TITLE: Clamps. Types and Uses
Page 1 of 1 page

COURSE: Upholstery
UNIT III: Construction and *Build-Up*

Clamping offers the best method of applying pressure during gluing. It is the procedure for holding the pieces of wood to be joined so that they will not move while the glue is drying. The clamping procedure you follow will depend upon whether you are constructing a new frame or repairing an old one. There are a variety of clamps you can use, your selection will depend upon the requirements of the particular job.

Some clamps used are:

Hand Screw Clamp: Constructed of two wooden jaws that can be closed or opened by adjusting two spindles. Maximum openings depend on the size of the hand screw, and range from four to eighteen inches.

Bar Clamps: Are capable of expanding over a greater distance and can apply more pressure per square inch than any other type of clamp.

C Clamp: Exerts pressure in a small compact area. It is frequently used to supplement bar clamps or handle small repair jobs.

Band Clamps: Used in clamping shapes that are neither square or rectangular. The bands are made of steel or heavy fabric and are drawn taut by various tightening devices.

INFORMATION SHEET
IL-3-2

TITLE: Wood Finishing

Page 1 of 2 pages

COURSE: Upholstery

UNIT III: Construction and Build-Up

STAINING

Stains are used to brighten dull natural finishes (birch), to highlight good finishes (oak), and to imitate the finishes of other woods.

Stains are frequently used to add color to a wood to darken areas to match other dark areas. Stain is an opposite of a bleach, whereas bleach removes color stain give color.

Stains can be used as a clear natural finish without any other finish added, to do this a thin shellac sealer coat is brushed over the stain.

FILLERS

Open grain woods must have their pores filled before finish coats are applied. Fillers are produced in either a paste or liquid form. Both are manufactured from a base which includes quartz silica mixed with a drier, a thinner (turpentine or oil and a vehicle).

Procedure for applying a filler is as follows:

(a) Apply a washcoat of shellac to the untreated wood.
(b) Thin the filler according to manufacturer's directions and brush on wood in the direction of the grain.
(c) When the filler has dried and become dull rub the filler across the grain with a burlap.
(d) Take a clean soft cloth and rub across the grain a second time.
(e) Take a clean soft cloth and wipe the surface in the direction of the grain.
(f) Allow to dry thoroughly, and then sand lightly to restore a smooth finish.

SEALERS

After a filler has been applied and sanded, a sealer should be used. Sealers are also applied to the surfaces of close grained wood that do not require a filler. Finally, a sealer should be used on stains that were used to color the wood. A sealer acts as a base for the rest of the finishing coats. An excellent sealer is a thin coat of shellac. Both orange and white shellac are available. White is used to highlight the grain of light colored woods. Orange on the other hand tones darker surface colors. It is better to apply several thin coats than one heavy coat. The best formula for a shellac solution is 50% shellac and 50% alcohol. The alcohol is also used as a solvent to clean brushes after using shellac.

Shellac finishing schedule:

(a) Thin the shellac (50% shellac, 50% denatured alcohol).
(b) Apply first coat of shellac.
(c) Allow to dry, sand with 3/0 sandpaper or steel wool.
(d) Brush away dust and apply second coat of shellac.
(e) Allow to dry rub with 6/0 sandpaper or extra fine steel wool.
(f) Brush away dust and apply third coat of shellac.
(g) Repeat steps (e) and (f) and apply fourth coat of shellac.
(h) Allow to dry,rub with 6/0 sandpaper or extra fine steel wool.
(i) A final coat of hard paste wax can be added after the fourth coat has dried thoroughly.

INFORMATION SHEET
IL-3-3

TITLE: Seat Springs

Page 1 of 2 pages

COURSE: Upholstery

UNIT III: Construction and Build-Up

Springs are devices constructed to give under pressure and to retain their shape once pressure is removed. For this reason they have the major responsibility for providing seating comfort in upholstered pieces.

Springs are made from steel wire that is highly tempered. They are manufactured in a number of gauges and a variety of sizes.

Three of the most common types are:

COIL SPRINGS: Can be purchased either with single or double coils. The single type is shaped like a cone and is used in the construction of bar units. These are used primarily in low end furniture.

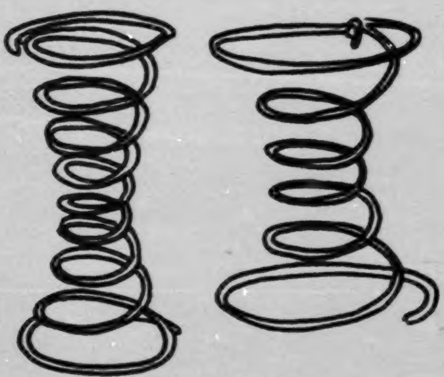
Double coil springs can be used in the seat, back, arms or cushion. Used in seats they range in height from 4 (11 gauge) to 14 (8 gauge) inches. They are designed so that the spring wire is left open on both ends. The end that is to be placed up is bent so that it will not tear the fabric. Each height represents a different size spring and each size can be obtained in three different grades of firmness: hard, medium and soft. The different grades are determined by the width of the center portion of the coil. The hard is narrowest at the center width, the soft has the widest center width.

INNERSPRING UNITS: Are used in backs, cushions, the seats of over-stuffed furniture and sometimes arms.

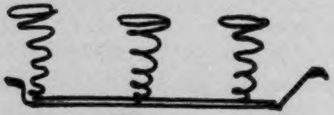
The springs are 3" in diameter and are sewn into individual pockets. The springs used in backs have a height of six inches. Those used in cushions are smaller, usually only 3 to 4".

NON-SAG OR SINUOUS COIL: Sagless wire springs are easier and quicker to install than the coil variety. They are made from a continuous length of spring wire bent into a zig-zag shape. The lengths of spring wire are attached to the front and back seat rails with special clips. The rows are joined together with helicals or metal links.

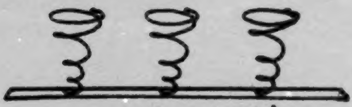
A 7 to 8 gauge wire is recommended for seats and a 10 to 12 gauge wire for backs.



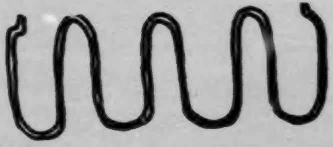
Double Coil Types



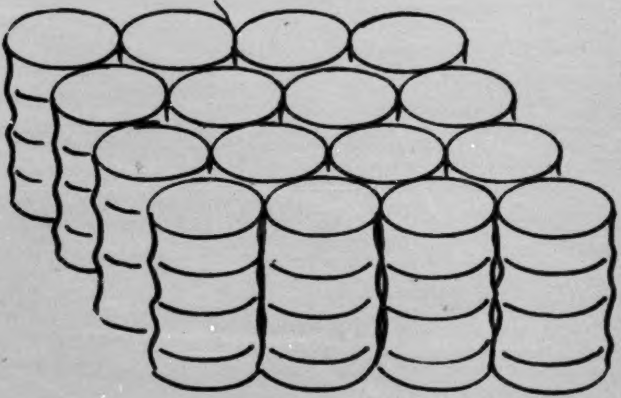
Drop-IN unit



steel webbing UNIT



Zig-Zag Type



MARShall UNIT

INFORMATION SHEET
IL-3-4

TITLE: Twine Types

COURSE: Upholstery

Page 1 of 1 page

UNIT III: Construction and Build-Up

There are various qualities of spring twine. A good quality should be selected, because poor twine may break or wear out thus ruin the job in a short time. Most common types are:

SPRING TWINE: Used for tying down the heavy upholstery seat springs. It comes in 1 lb. balls or on large reels of up to 50 lbs.

JUTE TWINE: Jute twine is softer than spring twine. It is used for tying down the pillow springs in backs and arms; also used for wrapping and packing purposes. It comes in 1 lb. balls with 6 balls in a package.

FLAX TWINE: Flax twine is used for stitching edges, sewing springs to webbing and burlap, sewing mattresses, and for most hand sewing operations. It comes in 1/2 lb. balls with 6 balls to a package.

INFORMATION SHEET
IL-3-5

TITLE: Needle Types and Sizes
Page 1 of 1 page

COURSE: Upholstery
UNIT III: Construction and Build-Up

Upholsterers use several types of needles, each designed for a specific job in the trade. The three basic types are the straight needle, the curved needle, and the packing needle.

STRAIGHT NEEDLES: range in length from 4 to 20 inches, and are either single or double pointed. The double pointed needles are preferable as they can be pushed back and forth without reversing them.

CURVED NEEDLES: They can be purchased in 2 to 10 inch lengths, (circumference measurement), and in extra light, light, and heavy. The lightweight curved needle is used for thinner cover fabrics. The advantage of a curved needle is that the upholsterer need not reach behind his work and push it through each time as would be the case with a straight needle. These are manufactured with triangular or round points.

PACKING NEEDLES: Are used for sewing that requires a heavier needle than the heaviest gauge straight or curved needle. They range in length from 3 to 10 inches and can be purchased in a straight or bent shaft.

INFORMATION SHEET
IL-4-1

TITLE: Pattern Layout Page 1 of 2 pages

COURSE: Upholstery UNIT IV: Inner Construction

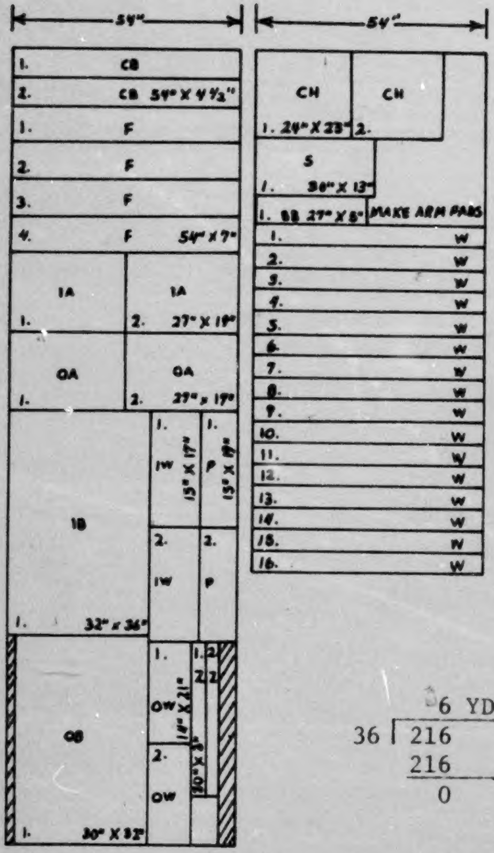
Pattern layout should be regarded as a very crucial stage in upholstering. Regardless of how well a piece was constructed to this point, the measuring and cutting of the final fabric will determine its appearance.

Measuring the final cover is far more complicated than simply taking dimensions. After measurements are made they must be transferred to the length of upholstery fabric in such a way as to take into consideration the correct centering of any designs and the direction in which the fabric runs.

The procedure for measuring a piece of furniture is as follows:

1. Make a list of the final pieces to be measured. Allow a column for the name of the piece, the number of each piece required; the width measurements; and the length measurements.
2. Measure the pieces in the order you listed them. Lay the tape measure across the surface, pull it as tight as you can without depressing the surface.
3. Measure the width first. These must be taken across the widest part of the surface.
4. Add 1" allowance for seams and tacking toward surfaces; 2 inches for attachments of stretchers; and 4 inches for pulling the fabric around frame edges and tacking.
5. Transfer the measurements of each piece to a paper pattern.
6. Pin the paper patterns to the length of final cover fabric. Begin with the largest piece, proceed to the next largest piece and so on.
7. Lay out the welt strips across the width of the length of final cover fabric.
8. Take special care to center any design on the fabric. This is true of stripes or patterns that repeat a floral design or some other motif.
9. Nap direction is very important. On all pieces except the seat the nap should run downward. The seat nap should run to the front.

FABRIC LAYOUT FOR A WING CHAIR


54"
1. CB
2. CB 54" X 4 1/2"
1. F
2. F
3. F
4. F 54" X 7"
IA 1.
IA 2. 27" X 19"
OA 1.
OA 2. 27" x 17"
IB 1. 32" x 36"
1. IW 15" X 17"
1. P 15" X 5"
2. IW
2. P
OB 1. 30" X 32"
1. OW 14" X 21"
2. OW
1. 2. 2. 2. 30" X 3"
54"
CH 1. 24" X 23"
CH 2.
S 1. 30" X 13"
1. BB 27" X 5"
MAKE ARM PADS
1. W
2. W
3. W
4. W
5. W
6. W
7. W
8. W
9. W
10. W
11. W
12. W
13. W
14. W
15. W
16. W

6 YDS
36 ⟌ 216
216
0

QUANTITY	PARTS	SIZE
2.	CUSHION BOX	54" X 4-1/2"
4.	FLOUNCE	54" X 7"
2.	INSIDE ARM	27" X 19"
2.	OUTSIDE ARM	27" X 17"
1.	INSIDE BACK	32" X 36"
1.	OUTSIDE BACK	30" X 32"
2.	INSIDE WING	15" X 19"
2.	OUTSIDE WING	14" X 21"
2.	PANEL	5" X 19"
2.	ZIPPER	30" X 3"
2.	CUSHION	24" X 23"
1.	SEAT	30" X 13"
1.	BOTTOM BAND	27" X 5"
16.	WELT	54" X 1-1/2"

INFORMATION SHEET
IL-4-2

TITLE: Basic Back Styles, Types and Sizes
Page 1 of 1 page

COURSE: Upholstery
UNIT IV: Inner Construction

The shapes and sizes of inside backs are many but the basic styles are always involved. A channel back was selected to upholster because it does offer a wide variety of skills and operations.

A few basic styles are:

1. barrel back.
2. tight back.
3. attached pillow back.
4. loose pillow back.
5. semi-attached pillow back.
6. biscut back.
7. tufted back.

INFORMATION SHEET
IL-4-3

TITLE: Welting

Page 1 of 1 page

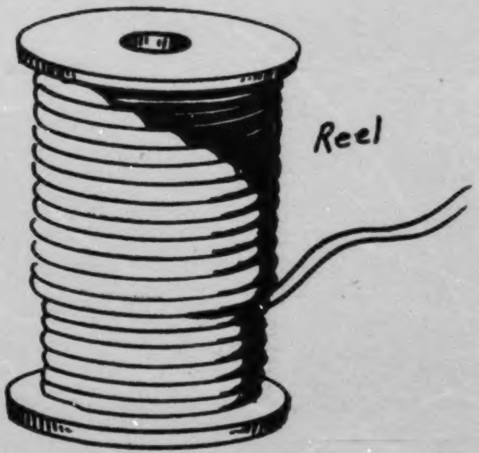
COURSE: Upholstery

UNIT IV: Inner Construction

Welting is fabric sewn between seams. It is made either from the same fabric as the covering or from plain contrasting fabric. The welt strips are cut in various widths dependent on the size cording being used.

Most common cord sizes are 1/4", 5/32", and 1/8" dispensed from reels containing 500 yds.

CORD SIZE	FABRIC WIDTH
1/8"	1 1/4"
5/32"	1 1/2"
1/4"	1 3/4"



INFORMATION SHEET
IL-4-4

TITLE: Fabric Design

Page 1 of 1 page

COURSE: Upholstery

UNIT IV: Inner Construction

Classifications of Upholstery Fabrics

It is not easy to determine what is an upholstery fabric and what is not. Many fabrics serve more than one purpose. However, most upholstery fabrics are 54" wide. This factor will help in separating drapery and slip cover fabrics from upholstery goods.

When we refer to fabrics we must consider what the fabric consists of. First of all we have the warp which is the yarn running parallel to the selvage. The selvage is the boarder woven along the length of the fabric the prevent unraveling. The filling is woven across the width of the fabric.

The basic weaves in upholstery fabric are:

1. plain weave--monks cloth
2. twill weave--denim, khaki
3. satin weave--damask, sateen
4. pile weave--plush, velvet, velveteen
5. jacquard weave--brocade, matelasse, tapestry and damask

All upholstery fabrics are made from one or a combination of five basic fibers. Two are derived from vegetable sources (cotton and linen); two from animal sources (wood and silk); and one is synthetic in origin.

Selecting Fabric

It is very difficult to select a fabric that has the qualities you desire. However, it can be narrowed down to two areas (a. wearability, b. decorative advantages). Remember it is not always the type of fiber used as it is the closeness and tightness of the weaves. The colors, patterns and textures you select will be determined by your personal taste.

INFORMATION SHEET
IL-4-5

TITLE: Types of Cushions

Page 1 of 1 page

COURSE: Upholstery

UNIT IV: Inner Construction

There are a variety of cushions used in upholstery. Some of the most used styles are:

(a) non-reversible
(b) reversible
(c) knife edge
(d) T cushion

Fillings most commonly used are:

(a) down
(b) spring and cotton
(c) latex rubber
(d) polyurethene
(e) dacron

INFORMATION SHEET
IL-4-6

TITLE: Zipper Types

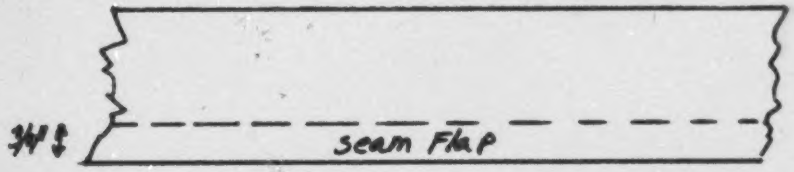
Page 1 of 1 page

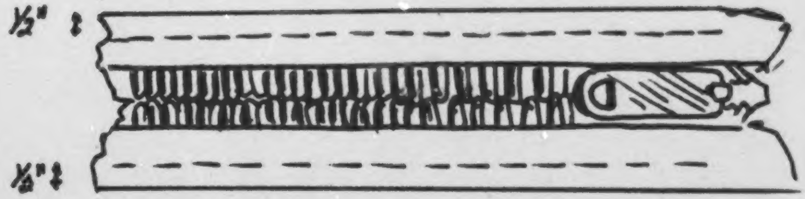
COURSE: Upholstery

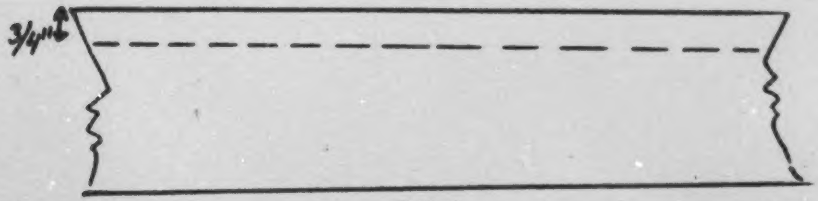
UNIT IV: Inner Construction

A zipper is used instead of hand sewing the back of a cushion. It is placed in the center of the boxing running across the back of the cushion. If the boxing is 4" wide, cut two strips 2 1/4" wide with an allowance of 3/4" to be turned inside along the center edge, plus 1/2" for the outer seam. Sew the center edges and the zipper together first. The back boxing is then sewed to the top and bottom panels along the welting.

It is recommended that the zipper extend all the way across the back. This enables one to insert or remove the filling with minimum of difficulty. Zippers are available in practically any length.







TITLE: Blind Sewing and Blind Tacking — Page 1 of 1 page

COURSE: Upholstery — UNIT V: Outside Trim

BLIND STITCHING - A blind stitch is so named because it is stitched in such a way that it is concealed. Blind sewing is used to attach padded panels and the outside back, wings and arms of the final cover.

Three factors determine a good blind stitch:

1. Keep the thread beneath the top of the fabric. Keep the stitching line straight, sewing neither below or above an imaginary line.
2. Pull the twine tight each time the needle is pulled through the fabric. Pulling too tight will cause the fabric to bunch.
3. Knot your thread at the beginning and end of your blind stitch.

BLIND TACKING - Here too the upholsterer conceals an operation from view. It is used to attach outside arms, wings, backs and tack bands. Proper selection of tacks is required to make certain the job holds up.

INFORMATION SHEET
IL-5-2

TITLE: Gimps, Types and Sizes

Page 1 of 1 page

COURSE: Upholstery

UNIT V: Outside Trim

GIMP APPLICATION - Gimp is a strip of decorative trim used to cover edges that border on exposed show wood. Its primary purpose is to cover the tacks used to fasten the outside trim.

Gimp is available in many designs and colors as well as a variety of fabrics (cotton, silk, rayon, leather and plastic).

There are four basic methods in attaching gimp:

1. Glue and pin-tack the gimp into position, and remove the tacks when glue is dry.
2. Glue the gimp to the surface using gimp tacks to hold it in place. Cover the gimp tacks with decorative nails.
3. Use glue and gimp tacks.
4. Use glue and metaline nails.

DECORATIVE NAILS - are manufactured in a wide variety of sizes and designs. They are used to give an additional decorative touch along the edges of a final cover. They are also used when it is impossible to conceal a tacking operation.

METALINE NAILS - are generally used for securing plastic or leather final covers to a piece. The nails have flaired or flattened heads to prevent damaging the fabric when being secured.

INFORMATION SHEET

IL-5-3

Page 1 of 1 page

UNIT V: Outside Trim

TITLE: Skirts and Flounces

COURSE: Upholstery

Skirts or flounces are strips of the same material as the final cover, attached to all four sides of the piece. The skirt hangs down to within 1/2" of the floor hiding the legs from view.

Skirts are made in a variety of styles. The most common are the box or pleated skirt and the straight or kick pleat skirt. The box pleats made in many variation, can usually be found on Colonial or Early American furniture. The kick pleat skirt is found on Contemporary and Modern pieces. When laying out the fabric for skirts, it is most important to align patterns, designs and run naps properly. With this in mind, the skirt will add beauty to a piece.

ASSIGNMENT SHEET

TITLE: Information on Webbing

Page 1 of 1 page

COURSE: Upholstery

TEXT REFERENCE:

New Essentials of Modern Upholstery. Herbert Bast, Revision of Modern Upholstery. Bruce, Beverly Hills, California.

ASSIGNMENT: Study material in reference and answer the following questions.

1. From what country is webbing obtained?
2. List the standard sizes of webbing.
3. How many yards of webbing are contained in one roll?
4. Webbing is made from _____________ fibre.
5. If a seat opening is 24" by 24" how many inches of webbing would be required to complete the job?

TRUE OR FALSE

6. The seat should contain more strips of webbing than the back.
7. Webbing is the foundation for all work that is to follow.
8. All webbing comes from China.
9. The most common size webbing is five inches wide.
10. Tacks are staggered to avoid splitting the frame.